

# **Community Library Needs Assessment**

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## **Executive Summary**

The existing South Oxnard Center Branch Library is an important community destination that, on a typical evening, finds a full-capacity group of senior citizens reading newspapers, young adults surfing the Internet, teenagers doing homework, and parents reading with their children. The overwhelming popularity of the existing library has, however, led to a problematic situation. The existing South Oxnard Center Branch Library, which occupies a room in the South Oxnard Community Center, encompasses 4,000 square feet and has 2,871 linear feet of shelving. It is experiencing severe space limitations that effectively prohibit the expansion of the library collection, which currently has 48,177 items, and negatively impact the types, quantity, and quality of programs, services, activities, events, and classes that can be provided at the facility.

The Oxnard Public Library, through the new South Oxnard Branch Library planning committee, conducted a comprehensive community library needs assessment in 2002 that included community surveys (community-based and school-based), community meetings, focus groups, individual stakeholder interviews, and a comprehensive demographic analysis of the south Oxnard area (the library and project service area). The planning committee used the results of this needs assessment to ascertain the need for a larger branch library in this service area as well as the materials and services to be made available to area residents at the new South Oxnard Branch Library.

The south Oxnard area encompasses 5 square miles and is home to 67,404 residents (**2000 United States Census**). This population figure represents a 34% increase from the 1980 figure of 50,479 residents (**1980 United States Census**). This area is continually growing, and it is estimated that there will be 87,625 residents in 2020--a 30% increase over the next twenty years (**City of Oxnard, Planning and Environmental Services, 2020 General Plan Committee**). It is an ethnically diverse area with a large Hispanic population (63.1%), a white population (22.2%), and smaller populations of Asian-American/Pacific Islander (8.5%), African-American (4.4%), and 1.8% of residents designated themselves as other ethnicities (**2000 United States Census**).

The library service area is an economically disadvantaged area. While only 15.14% of the households in this area report annual incomes of over \$100,000, 18.41% have annual incomes of under \$25,000 and 13.16% have annual incomes that fall at or below the federal poverty level (**Claritas**). The per capita income in this area is \$19,155 (**Claritas**) and the unemployment rate is 4.59% (**2002 Ventura County Economic Outlook, University of California, Santa Barbara**). The library service area is also an educationally disadvantaged area. While only 20.92% of the residents in this area (6.99% of the Hispanic residents) have a college degree, 35.81% of the residents in this area (68.28% of the Hispanic residents) do not have a high school diploma (**1990 United States Census**). English language comprehension rates are low. While 58.10% of the residents in this area (82.89% of the Hispanic residents) communicate in a primary language other than English, 55.43% of these residents (58.32% of these

Hispanic residents) feel that they neither speak English "very well" nor communicate "well" in English (**1990 United States Census**).

The library service area contains two public and one private high schools, four junior high/intermediate schools, and eleven elementary schools providing educational services to approximately 18,030 students (**California Department of Education**). These students are primarily Hispanic (77.1%), 9.1% are white, 8.5% Asian-American/Pacific Islander, 1.8% African-American, and 3.5% represent other ethnicities (**California Department of Education**). Additionally, 44% of these students are classified as English Learner (EL) students (the majority are native Spanish speakers), and 65.7% qualify for free or reduced price meals at school (**California Department of Education**). The public schools have an average 2001 California Academic Performance Index (API) of 582 (**California Department of Education**). While these schools are succeeding academically, there is room for growth and improvement. These schools all have on-campus school libraries, with collections ranging from 4,000 to 10,000 items. These school libraries provide important and much-needed services to their students, but time, space, funding, and other constraints effectively prohibit the provision of all needed library services, including weeknight and weekend library hours, quiet study areas (study rooms and study carrels), Internet accessible computers, computer usage classes, and tutoring and homework assistance services. These schools also need assistance providing a variety of specialized services such as English as a Second Language (ESL) programs for adults and literacy programs for migrant agricultural workers.

The new South Oxnard Branch Library, which will encompass 23,000 square feet, will have 11,298 linear feet of shelving. This will allow the new library to maintain a collection of approximately 100,000 items, twice the size of the current South Oxnard Center Branch Library collection. This increased collection will greatly benefit the community because the current library collection has only 48,177 items, translating into a low per capita rate of 0.7 item per resident. This will also allow the new library to significantly expand individual collections that are currently undersized. For example, the current adult Spanish collection has 2,317 items and the current children's Spanish collection has 5,099 items. While borrowed items from these collections account for 34% of the existing library's total circulation, these collections account for only 15% of the existing library's total collection. Further, the size of these collections translates into a very low per capita rate of 0.2 item per Hispanic resident--significantly lower than what is needed to adequately meet the needs of this segment of the community. The current children's collection is undersized. While borrowed items from these collections account for 69% of the existing library's total circulation, these collections account for only 50% of the existing library's total collection.

The new South Oxnard Branch Library will also have audio/visual stations, a homework center, large and small group study rooms, a computer center, and access to an adjacent community meeting room--assets that are not available at the existing South Oxnard Center Branch Library. This will allow the new library to provide much-requested services, including tutoring and homework assistance services, literacy

classes, citizenship classes, computer usage classes, job/career readiness and search services, and much-requested materials, including compact discs of current popular music and DVDs of current movies.

## **Community Library Needs Assessment Methodology Executive Summary**

The Oxnard Public Library, through the new South Oxnard Branch Library planning committee, conducted a comprehensive community library needs assessment in 2002 that included community surveys (community-based and school-based), community meetings, focus groups, individual stakeholder interviews, and a comprehensive demographic analysis of the south Oxnard area (the library and project service area).

The community surveys created included an adult survey, a children's survey, and a school stakeholder survey. The adult survey, which was available in English, Spanish, and Tagalog (Filipino), allowed the planning committee to gather important demographic and educational information as well as valuable input on the proposed project from residents--adults, young adults, teens and children age 9-12 years--of the south Oxnard area. The children's survey, which featured pictures of services and materials that are important to young children, allowed the planning committee to gather valuable input from children (12 months through 8 years of age) in a user-friendly manner. The school stakeholder survey allowed the planning committee to gather important information, especially demographic input, from school district board members and administrators, and school administrators, teachers, students, and parents.

Surveys were distributed at a variety of community locations including the main library, the existing South Oxnard Center Branch Library, school district offices, and school and community college campuses throughout the library service area. Surveys were also distributed at churches, community meetings and focus groups. Volunteers were available to administer surveys orally when necessary. A total of 3,302 community surveys were completed, including 656 adult English surveys, 215 adult Spanish surveys, 11 adult Tagalog (Filipino) surveys, 828 children's surveys, and 1,592 school stakeholder surveys.

The results of the community surveys were computer-tabulated, computer-charted, and computer-analyzed. A detailed analysis of each survey type (adult English, adult Spanish, adult Tagalog [Filipino], children's, and school stakeholder) was then completed. The detailed analysis of each survey includes a data analysis report, data analysis charts, a list of comments, a sample survey, and a data entry recording instrument. The data analysis report contains a numerical and percentage tabulation of results for each variable (question) from the survey. The data analysis charts provide a visual representation of results for each variable from the survey. The list of comments provides, if applicable, a list of written comments from the individual surveys recorded verbatim and sorted by content. The data entry recording instrument provides a detailed explanation of how the survey responses were tabulated, charted, and analyzed.

To further gather community input, a series of three (3) community meetings were held by the planning committee. These community meetings were held on weeknights in the community meeting room at the South Oxnard Community Center, which is adjacent to the site of the new proposed library, easily accessible via public transportation and an

important destination for community residents. The meeting room is also adjacent to the existing South Oxnard Center Branch Library. The times and the place of these meetings were specifically chosen to facilitate the highest level of community participation. To further optimize the level of community participation in the meetings, child care, refreshments, and Spanish interpretation were provided. This ensured that individuals with specific barriers to participation (i.e., transportation, child care, and language barriers) were able to completely participate in the community meetings.

Approximately one hundred (100) adults and thirty (30) children participated in the community meetings. The meetings, which were interactive, provided residents of the library service area the opportunity to be introduced to the proposed project; to meet the government officials, library administrators, and architectural staff associated with the proposed project; to assist in the conceptual design process; and to provide input into the prioritization of programs, services, activities, events, and classes to be held at the new South Oxnard Branch Library.

Another important component of the community library needs assessment was to gather function-specific information and input from individual stakeholder groups directly involved in the performance of a specific function, such as staff members who work at the reference desks. This valuable information and input provided an "insider's view" of the specific functions of the existing library and allowed for the appropriate planning for the functional needs of the new library. To accomplish this, a series of focus groups for individual stakeholder groups was held. Individual stakeholder groups from the library included 25 (twenty-five) staff members from library administration, public/reference services, technical services, and circulation. Individual stakeholder groups from the school districts and schools included administrators, teachers, students, and parents. One hundred fifteen (115) administrators, teachers, students, and parents participated in the focus groups for individual stakeholder groups from the school districts and schools.

Interviews were also held with individual stakeholders including government officials, school district board members, school district and school administrators, community organization administrators, service group leaders, and resident community leaders. These interviews provided individual stakeholders the opportunity to provide very specific information and input about the proposed project.

The comprehensive report includes an analysis of demographic, economic, and educational data from national, state, regional, and local sources. The demographic analysis also includes an analysis of library records (library patron database, library usage records, reference records, and circulation records) from the existing South Oxnard Center Branch Library.

## **Community Library Needs Assessment Methodology**

The Oxnard Public Library, through the new South Oxnard Branch Library planning committee, conducted a comprehensive community library needs assessment. This community library needs assessment utilized a wide range of needs assessment tools including: (1) community- and school-based surveys, (2) community meetings, (3) focus groups, (4) individual stakeholder interviews, and (5) a comprehensive demographic analysis of the south Oxnard area (the library and project service area).

### **Community Surveys (Community-Based and School-Based)**

The new South Oxnard Branch Library planning committee first created, distributed, and tabulated the results of a preliminary community survey. The preliminary survey, which was completed by library patrons at the existing South Oxnard Center Branch Library, was available in both English and Spanish and yielded important basic information on the library service needs of area residents. The results of the preliminary survey were used to guide the creation of the comprehensive community surveys, as these results provided important insight into the questions that needed to be asked in the comprehensive community surveys.

The comprehensive community surveys created included an adult survey, a children's survey, and a school stakeholder survey. The adult survey, which was available in English, Spanish, and Tagalog (Filipino), allowed the planning committee to gather important demographic, and educational information as well as valuable input on the proposed project from adult, young adult, and teen residents of the south Oxnard area. The children's survey, which featured pictures of services and materials that are important to children, allowed the planning committee to gather valuable input from children (12 months through 8 years of age) in a user-friendly manner. The school stakeholder survey allowed the planning committee to gather important information, especially demographic input, from school district board members and administrators, and school administrators, teachers, students, and parents. Please see copies of the adult surveys (English, Spanish, and Tagalog [Filipino]) on pages 12-17 of this community library needs assessment, a copy of the children's survey on page 18, and a copy of the school stakeholder survey on pages 19 and 20. Further, the adult English surveys were printed on blue paper, the adult Spanish surveys on white paper, the adult Tagalog (Filipino) surveys on yellow, the children's surveys on purple, and the school stakeholder surveys on green. This significantly simplified distribution, collection and tabulation of the survey results.

Surveys were distributed at a variety of community locations, including the main library, the existing South Oxnard Center Branch Library, churches, mobile home parks, school district offices, and school and college campuses throughout the library service area. Surveys were also distributed at community meetings and focus groups. Volunteers were available to administer surveys orally when necessary. A total of 3,302 comprehensive community surveys were completed including: 656 adult English



surveys, 215 adult Spanish surveys, 11 adult Tagalog (Filipino) surveys, 828 children's surveys, and 1,592 school stakeholder surveys.

The results of the comprehensive community surveys were computer-tabulated, computer-charted, and computer-analyzed. A detailed analysis of each survey (adult English, adult Spanish, adult Tagalog [Filipino], children's, and school stakeholder) was then completed. The detailed analysis of each survey includes a data analysis report, data analysis charts, a list of comments, a sample survey, and a data entry recording instrument. Further, for continuity and simplification of information retrieval, the data analysis of each survey is printed on colored paper corresponding to the survey color key.

The data analysis report contains numerical and percentage tabulations of results for each variable (question) from the survey. The data analysis charts provide a visual representation of results for each variable from the survey. The list of comments provides, if applicable, a list of written comments from individual surveys that were recorded verbatim and sorted by content. The data entry recording instrument provides a detailed explanation of how the survey responses were tabulated, charted, and analyzed. Please see the attached detailed analyses of the comprehensive community surveys on pages 21-211 of this community library needs assessment.

## **Community Meetings**

The new South Oxnard Branch Library planning committee held a series of three (3) community meetings. These community meetings were held on weeknights in the community meeting room at the South Oxnard Community Center, which is adjacent to the site of the new proposed library, easily accessible via public transportation, and an important destination for community residents. The meeting room is also adjacent to the existing South Oxnard Center Branch Library. The times and the place of these meetings were specifically chosen to facilitate the highest level of community participation in the meetings. To further optimize the level of community participation in the meetings, child care, refreshments, and Spanish interpretation were provided. This ensured that individuals with specific barriers to participation (i.e., transportation, child care, and language barriers) were able to completely participate in the community meetings. Flyers (English and Spanish) advertising the community meetings were posted at the main library, at the existing South Oxnard Center Branch Library, and at other sites throughout the library service area. Newspaper advertisements were also used to promote the community meetings.

Approximately one hundred (100) adults and thirty (30) children participated in the community meetings. The meetings, which were interactive, provided residents of the library service area the opportunity to be introduced to the proposed project; to meet the government officials, library administrators, and architectural staff associated with the proposed project; to assist in the conceptual design process; and to provide input into the prioritization of programs, services, activities, events, and classes to be offered at

the new South Oxnard Branch Library. Participants were also provided the opportunity to complete a community library needs assessment survey.



Community meeting in the South Oxnard Community Center meeting room. The project architect is standing in front of the project drawing.



Young adults participating in a community meeting at the South Oxnard Community Center meeting room.

## Focus Groups

An important component of the community library needs assessment was to gather function-specific information and input from individual stakeholder groups directly involved in the performance of library-related tasks, such as: (1) reference information and input from staff members that perform reference desk functions; (2) circulation information and input from staff members that perform circulation desk functions; and (3) school-related services information and input from school administrators, teachers, students, and parents. This valuable information and input provided the new South Oxnard Branch Library planning committee with an "insider's view" of the specific functions of the existing library and allowed them to appropriately plan for the functional needs of the new library.

To accomplish this, a series of focus groups for individual stakeholder groups was held. Individual stakeholder groups from the library included administrative, public/reference service, technical service, and circulation staff members. Individual stakeholder groups from the school districts and schools included administrators, teachers, students, and parents. Focus groups of individual stakeholder groups from the library were held at the main library and the existing South Oxnard Center Branch Library. Focus groups for individual stakeholder groups from the school districts and schools were held at various school campuses throughout the library service area. Focus groups included an overview of and introduction to the proposed project and provided participants the opportunity to provide information about the specific functions of the existing library and input about how these specific functions should be performed at the new library. Focus groups for individual stakeholder groups from the school districts and schools also provided participants the opportunity to complete a community library needs assessment survey. Twenty-five (25) administrative, public/reference service, technical service, and circulation staff members participated in the focus groups for individual stakeholder groups from the library. One hundred fifteen (115) administrators, teachers, students, and parents participated in the focus groups for individual stakeholder groups from the school districts and schools.

## **Individual Stakeholder Interviews**

Individual stakeholder interviews were held with a cross-section of individual stakeholders, including: (1) government officials, (2) school district board members, (3) school district and school administrators, (4) community organization administrators, (5) service group leaders, and (6) resident community leaders. These interviews provided individual stakeholders the opportunity to provide very specific information and input about the proposed project to the new South Oxnard Branch Library planning committee and the architects hired to design the new library.

## **Comprehensive Demographic Analysis**

The new South Oxnard Branch Library planning committee conducted a comprehensive demographic analysis of the south Oxnard area (the library and project service area). The analysis includes demographic, economic, and educational data from a significant number of national, state, regional, and local sources. The demographic analysis also includes library records from the existing South Oxnard Center Branch Library, including: (1) library patron database, (2) library usage records, (3) reference records, and (4) circulation records.

## **Community Analysis Executive Summary**

Ventura County, which is located in southern California, encompasses 1,845 square miles and is the 12th most populated county in the state of California with 753,197 residents. The city of Oxnard, which is located in the western portion of Ventura County, encompasses 25 square miles and is the most populated city in Ventura County with 177,700 residents. The south Oxnard area (the library and project service area), which is located in the southern portion of the city of Oxnard, encompasses 5 square miles and is home to 67,404 residents. It is primarily a residential area that is bordered by the downtown area of Oxnard and other Oxnard residential areas to the north, a commercial port and a military facility (Naval Base Ventura County) to the south and to the west, and agricultural areas to the east. It is an ethnically diverse area with a large Hispanic population (63.1%), a white population of 22.2%, a small Asian-American/Pacific Islander population (8.5%), a small African-American population (4.4%), and a small population (1.8%) of residents designating themselves as other ethnicities.

The population of south Oxnard is growing. The current population figure of 67,404 residents represents a 34% increase from the 1980 figure of 50,479 residents. Further, it is anticipated that the population of south Oxnard will continue to grow. It is estimated that the 2020 population figure will be 87,625 residents. This represents an estimated 30% increase in the population over the next twenty years. The south Oxnard population is relatively young, with 35.07% of the population under 20--significantly higher than the nationwide figure of 28.60% and the statewide figure of 30.10%.

The south Oxnard area is an economically disadvantaged area. While only 15.14% of the households in this area report annual incomes of over \$100,000 per year (compared to 26.33% in Ventura County and 15.96% in the city of Oxnard), 18.41% of the households in this area have annual incomes of under \$25,000 per year (compared to 14.72% in Ventura County and 17.90% in the city of Oxnard). The per capita income in this area is \$19,155 per year (compared to \$21,690 in the United States, \$32,225 in California, \$27,354 in Ventura County, and \$19,006 in the city of Oxnard). Further, 13.16% of the households in this area--an increase of 44.00% during the past decade--have annual incomes that fall at or below the federal poverty level (compared to 13.30% in the United States, 16.00% in California, 10.30% in Ventura County, and 13.54% in the city of Oxnard). The unemployment rate in this area (4.59%) is also quite high. While it is lower than the nationwide rate of 4.90% and the statewide rate of 5.40%, it is considerably higher than the countywide rate of 3.34%.

The south Oxnard area is an educationally disadvantaged area. While only 20.92% of the residents in this area have a college degree (compared to 26.49% in the United States, 31.30% in California, 31.65% in Ventura County, and 20.10% in the city of Oxnard), 35.81% of the residents in this area do not have a high school diploma (compared to 24.77% in the United States, 23.81% in California, 20.64% in Ventura County, and 38.66% in the city of Oxnard). The educational attainment levels of the Hispanic residents of this area are profoundly low. While only 6.99% of Hispanic

residents have a college degree, 68.28% of these residents do not have a high school diploma. This is particularly distressing when one considers that 63.1% of the residents of this area are Hispanic.

The English literacy rates associated with the residents of the south Oxnard area are low. An estimated fifty-eight percent (58%) of the residents of the city of Oxnard are not functionally literate according to the 1992 National Adult Literacy Survey. When compared to the Ventura County figure of thirty-nine percent (39%), the California figure of forty-six percent (46%), and the national figure of forty-nine percent (49%), this figure is even more astounding. While a specific figure is not available for the south Oxnard area (the library service area), it is estimated that, as in other demographic measurements, the literacy levels of the residents in this area will closely mirror the levels of the residents of the city of Oxnard as a whole. The English language comprehension rates associated with the residents of the south Oxnard area are also low. While 58.10% of these residents communicate in a primary language other than English, 55.43% of these non-native speakers feel that they neither speak English "very well" nor communicate "well" in English. Further, the English language comprehension rates associated with the Hispanic residents of the south Oxnard area are profoundly low. While 82.89% of these residents communicate in a primary language other than English, 58.32% of this 82.89% feel that they neither speak English "very well" nor communicate "well" in English.

There are two (2) public high schools, one (1) private high school, four (4) junior high/intermediate schools, and eleven (11) elementary schools located in the library service area. These schools are providing educational services to approximately 18,030 students who will be served by the new South Oxnard Branch Library. These students are primarily Hispanic (77.1%), 9.1% are white, 8.5% Asian-American/Pacific Islander, 1.8% African-American, and 3.5% represent other ethnicities. Additionally, 44% of these students are classified as English Learner (EL) students (the majority are Spanish speaking) and 65.7% of them qualify for free or reduced price meals at school. With an average 2001 California Academic Performance Index (API) of 582, the public schools are collectively succeeding academically, but there is room for growth and improvement among individual schools.

These schools all have on-campus school libraries, with collections ranging from 4,000 to 10,000 items. While these school libraries provide important and much-needed services to their students, they are unable to provide all needed library services, including: (1) weeknight and weekend library hours; (2) quiet study areas, such as study rooms and study carrels; (3) Internet accessible computers; (4) computer usage classes; and (5) tutoring and homework assistance services. Because of time, space, funding, and other constraints, these are needs and services that the school libraries are currently unable to adequately provide.

## **Community Analysis**

The following is a comprehensive community analysis of the south Oxnard area (the library and project service area).

### **Governmental Agencies**

The City of Oxnard and the Oxnard Public Library are committed to the construction and long-term operation of the new South Oxnard Branch Library. There are a wide range of governmental agencies that have been, and continue to be, directly involved with the project. The following is a list of these governmental agencies and a description of their involvement with the project.

#### **City of Oxnard's City Manager**

The City of Oxnard's City Manager supports the City Council, implements the directives of the City Council, and manages the day-to-day operations of all city departments. Edmund F. Sotelo, City Manager, is directly involved in the South Oxnard Branch Library project. He negotiated, with the Public Works Director, the acquisition of the site on which the new library will be built.

#### **City of Oxnard's Finance Department**

The City of Oxnard's Finance Department is responsible for all financial and accounting tasks required by the City of Oxnard. Stanley Kleinman, Finance Director, is directly involved in the South Oxnard Branch Library project. He identified funding sources for the project. Mike More, Financial Analyst, is directly involved in the South Oxnard Branch Library project. He obtained the first land appraisal for the project. Norma Owens, Accounting Manager, is directly involved in the South Oxnard Branch Library project. She will manage the state grant contract associated with the project and will oversee and audit any matching funds that are associated with the project.

#### **City of Oxnard's Development Services Administration**

The City of Oxnard's Development Services Administration provides oversight and administrative resources to Development Services, which is responsible for reviewing building plans and issuing building permits, and Planning and Environmental Services, which is responsible for preserving the city's natural and manmade environment by implementing the 2020 General Plan, adopted specific plans, the Local Coastal Plan, and the local Zoning Ordinance. Matthew Winegar, Development Services Director, is directly involved in the South Oxnard Branch Library project. He provides technical expertise for the project and serves as the liaison between the City of Oxnard and the architects who are designing the new South Oxnard Branch Library.

### City of Oxnard's Development Services

The City of Oxnard's Development Services is responsible for reviewing building plans and issuing building permits. Rob Roshanian, Development Services Manager, is directly involved in the South Oxnard Branch Library project. He serves as the City of Oxnard project manager for the project, reviewed responses to requests for proposals associated with the project, interviewed and selected the geotechnical engineer who is working on the project, and negotiated the contract with the geotechnical engineer.

### City of Oxnard's Planning and Environmental Services

The City of Oxnard's Planning and Environmental Services is responsible for preserving the city's natural and manmade environment by implementing the 2020 General Plan, adopted specific plans, the Local Coastal Plan, and the local Zoning Ordinance. Sue Martin, Associate Planner, is directly involved in the South Oxnard Branch Library project. She handled the preparation of the California Environmental Quality Act (CEQA) documentation, will assist with the required building permits, resolved issues associated with automobile parking spaces at the new library, and serves as a consultant to the project on zoning requirements.

### City of Oxnard's Public Works Department

The City of Oxnard's Public Works Department is responsible for constructing and maintaining the facilities that house governmental functions. It is also responsible for water, sewer, flood control, waste disposal, and other related services. Granville Bowman, Director of Public Works, is directly involved in the South Oxnard Branch Library project. He is a consultant to the project; he reviews documents associated with the project; he interviewed and selected the geotechnical engineer who is working on the project; he negotiated, with the City Manager, the acquisition of the site on which the new library will be built; and he obtained the current appraisal document report. Warren Smith, City Surveyor, is directly involved in the South Oxnard Branch Library project. He prepared the boundary survey for the project.

### City of Oxnard's Information Systems

The City of Oxnard's Information Systems maintains and disperses information related to the City of Oxnard. David Endelman, General Information Services Coordinator, is directly involved in the South Oxnard Branch Library project. He prepared maps associated with the project.

### Oxnard City Attorney

The Oxnard City Attorney represents the City of Oxnard in all legal matters. Alan Holmberg, Attorney, is directly involved in the South Oxnard Branch Library project. He provides legal counsel to the project and reviews all documents and contracts associated with the project.

## **Educational Agencies**

There are several school districts and schools located in the library service area that will be served by the new South Oxnard Branch Library. The following is a list of these school districts and schools and a description of their service needs.

### Oxnard Union High School District

The Oxnard Union High School District provides educational services to approximately 14,314 students through five (5) high schools, one (1) continuation high school, and one (1) community day school. Two (2) of these high schools, Channel Islands High School and Hueneme High School, will be served by the new library.

Channel Islands High School  
1400 Raiders Way  
Oxnard, California 93033

Channel Islands High School provides educational services to approximately 2,857 students. These students are primarily Hispanic (70.4%), 17.6% are Asian-American/Pacific Islander, 7.7% white, and 4.3% represent other ethnicities. Additionally, 23.6% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 35.2% of these students qualify for free or reduced price meals at school.

Hueneme High School  
500 West Bard Road  
Oxnard, California 93033

Hueneme High School provides educational services to approximately 2,654 students. These students are primarily Hispanic (76.1%), 11.4% are white, 5.8% Asian-American/Pacific Islander, and 6.7% represent other ethnicities. Additionally, 22.8% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 49.7% of these students qualify for free or reduced price meals at school.

### Oxnard Elementary School District

The Oxnard Elementary School District provides educational services to approximately 15,769 students through four (4) middle schools, fourteen (14) elementary schools, and one (1) special education school. One (1) of these middle schools--Haydock (Richard B.) Intermediate School--and four (4) of these elementary schools--Elm Street Elementary School, Harrington Elementary School, Kamala Elementary School, and McKinna Elementary School--will be served by the new library.



Haydock (Richard B.) Intermediate School  
647 West Hill Street  
Oxnard, California 93033

Haydock (Richard B.) Intermediate School provides educational services to approximately 840 students. These students are primarily Hispanic (84.5%), 7.7% are white, 5.6% African-American, and 2.2% represent other ethnicities. Additionally, 47.6% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 67.7% of these students qualify for free or reduced price meals at school.

Elm Street Elementary School  
450 East Elm Street  
Oxnard, California 93030

Elm Street Elementary School provides educational services to approximately 407 students. These students are primarily Hispanic (84.8%), 7.9% are white, 5.7% African-American, and 1.6% represent other ethnicities. Additionally, 54.5% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 87.3% of these students qualify for free or reduced price meals at school.

Harrington Elementary School  
2501 South Gisler Avenue  
Oxnard, California 93033

Harrington Elementary School provides educational services to approximately 776 students. These students are primarily Hispanic (94.6%), 3.7% are white, and 1.7% represent other ethnicities. Additionally, 59.7% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 85.3% of these students qualify for free or reduced price meals at school.

Kamala Elementary School  
634 West Kamala Street  
Oxnard, California 93033

Kamala Elementary School provides educational services to approximately 937 students. These students are primarily Hispanic (89.9%), 4.7% are white, 4.3% African-American, and 1.1% represent other ethnicities. Additionally, 64.1% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 85.3% of these students qualify for free or reduced price meals at school.

Lemonwood Elementary School  
2200 Carnegie Street  
Oxnard, California 93033

Lemonwood Elementary School provides educational services to approximately 894 students. These students are primarily Hispanic (81.9%), 8.8% are Asian-American/Pacific Islander, 5.4% white, and 3.9% represent other ethnicities. Additionally, 63% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 82.3% of these students qualify for free or reduced price meals at school.

McKinna Elementary School  
1611 South J Street  
Oxnard, California 93033

McKinna Elementary School provides educational services to approximately 852 students. These students are primarily Hispanic (93.8%), 3.4% are African-American, 2.5% white, and 0.3% represent other ethnicities. Additionally, 64.2% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 89% of these students qualify for free or reduced price meals at school.

#### Ocean View Elementary School District

The Ocean View Elementary School District provides educational services to approximately 2,512 students through one (1) junior high school and three (3) elementary schools. This junior high school--Ocean View Junior High School--and two (2) of these elementary schools--Mar Vista Elementary School and Tierra Vista Elementary School--will be served by the new library.

Ocean View Junior High School  
4300 Olds Road  
Oxnard, California 93033

Ocean View Junior High School provides educational services to approximately 741 students. These students are primarily Hispanic (62.8%), 21.2% are white, 11.5% Asian-American/Pacific Islander, and 4.5% represent other ethnicities. Additionally, 41.7% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 54.5% of these students qualify for free or reduced price meals at school.

Mar Vista Elementary School  
2382 Etting Road  
Oxnard, California 93033

Mar Vista Elementary School provides educational services to approximately 583 students. These students are primarily Hispanic (89.9%), 6.7% are white, 1.4% African-American, 1.3% Asian-American/Pacific Islander, and 0.7% represent other ethnicities. Additionally, 72.7% of these students are classified as English Learner (EL) students

(the majority are Spanish speaking), and 70.5% of these students qualify for free or reduced price meals at school.

Tierra Vista Elementary School  
2001 Sanford Street  
Oxnard, California 93033

Tierra Vista Elementary School provides educational services to approximately 664 students. These students are primarily Hispanic (67.8%), 15.1% are white, 8.6% Asian-American/Pacific Islander, and 8.5% represent other ethnicities. Additionally, 48.9% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 59.8% of these students qualify for free or reduced price meals at school.

#### Hueneme Elementary School District

The Hueneme Elementary School District provides educational services to approximately 8,547 students through two (2) junior high schools and nine (9) elementary schools. These junior high schools--Blackstock (Charles) Junior High School and Green (E. O.) Junior High School--and four (4) of these elementary schools--Hathaway (Julien) Elementary School, Haycox (Art) Elementary School, Larsen (Ansgar) Elementary School, and Williams (Fred) Elementary School--will be served by the new library.

Blackstock (Charles) Junior High School  
701 East Bard Road  
Oxnard, California 93033

Blackstock (Charles) Junior High School provides educational services to approximately 1,271 students. These students are primarily Hispanic (70.8%), 15.9% are Asian-American/Pacific Islander, 7.9% white, and 5.4% represent other ethnicities. Additionally, 36.1% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 75.8% of these students qualify for free or reduced price meals at school.

Green (E. O.) Junior High School  
3739 South C Street  
Oxnard, California 93033

Green (E. O.) Junior High School provides educational services to approximately 1,208 students. These students are primarily Hispanic (65%), 22.9% are white, 5.5% Asian-American/Pacific Islander, 5.2% African-American, and 1.4% represent other ethnicities. Additionally, 23.3% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 61.5% of these students qualify for free or reduced price meals at school.

Hathaway (Julien) Elementary School  
405 East Dollie Street  
Oxnard, California 93033

Hathaway (Julien) Elementary School provides educational services to approximately 730 students. These students are primarily Hispanic (74.2%), 14.1% are Asian-American/Pacific Islander, 6.7% white, and 5% represent other ethnicities. Additionally, 53.8% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 78.4% of these students qualify for free or reduced price meals at school.

Haycox (Art) Elementary School  
5400 Perkins Road  
Oxnard, California 93033

Haycox (Art) Elementary School provides educational services to approximately 805 students. These students are primarily Hispanic (88.9%), 3.9% are white, 3.7% Asian-American/Pacific Islander, 3.1% African-American, and 0.4% represent other ethnicities. Additionally, 80.1% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 93.4% of these students qualify for free or reduced price meals at school.

Larsen (Ansgar) Elementary School  
550 East Thomas Avenue  
Oxnard, California 93033

Larsen (Ansgar) Elementary School provides educational services to approximately 755 students. These students are primarily Hispanic (93.9%), 3.6% are white, and 2.5% represent other ethnicities. Additionally, 77% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 92.7% of these students qualify for free or reduced price meals at school.

Williams (Fred) Elementary School  
4300 Anchorage Street  
Oxnard, California 93033

Williams (Fred) Elementary School provides educational services to approximately 756 students. These students are primarily Hispanic (52.1%), 28.3% are Asian-American/Pacific Islander, 11% African-American, 7% white, and 1.6% represent other ethnicities. Additionally, 42.5% of these students are classified as English Learner (EL) students (the majority are Spanish speaking), and 67.5% of these students qualify for free or reduced price meals at school.

### Private School

Santa Clara High School  
2121 Saviers Road  
Oxnard, California 93035

Santa Clara High School is a private school and provides educational services to approximately 300 students in grades 9-12. The school does not participate in free or reduced price lunch program, and API scores are not available for private schools. The majority of its students are Hispanic (49%), 38% are white, 8% Asian-American/Pacific Islander, 4% African-American, and 1% Native American. The school has a 2,000 square foot library with about 8,000 volumes run by volunteers. The library has six (6) computers with Internet accessibility. They also offer computer center and homework help programs from 2:30-5:00 p.m.

The above-referenced eighteen (18) schools all have on-campus school libraries, with collections ranging from 4,000 to 10,000 items. While the school libraries provide important and much-needed services to 18,030 students at these schools, they are unable to provide all needed library services to these students. The school libraries are generally open during school hours and during the hours immediately after school but not during weeknight and weekend hours. This is detrimental to the large number of students that need access to a library to study and complete homework during weeknight and weekend hours, and this is particularly detrimental to the significant number of students who do not have a quiet area at home in which to study--as reported by a number of students to staff members at the existing South Oxnard Center Branch Library. Further, thirty-nine percent (39%) of the school surveys completed as part of the community library needs assessment indicate that students and other individuals affiliated with the schools want the library to provide quiet study areas, such as study rooms and additional study carrels, particularly during weeknight and weekend hours. Fifty-nine percent (59%) of the surveys also indicate that students and other individuals affiliated with the schools want the library to be open on Saturday afternoons.

The school surveys completed as part of the community library needs assessment also indicate that a high percentage (63%) of students and other individuals affiliated with the schools want the library to provide Internet accessible computers, 52% want the library to provide computer usage classes, and 40% want the library to provide tutoring and homework assistance services. Because of time, space, funding, and other constraints, these are needs that the school libraries are currently unable to adequately provide.

Staff members at the new South Oxnard Branch Library will visit classes, participate in school assemblies, and meet with parents during parent meetings to introduce students and their parents to the new library and inform them about the wide range of programs, services, activities, events, and classes that will be held at the new library, such as the summer reading program. Further, staff members will facilitate class visits to orient

students to the new library and inform them of the wide range of materials available for their use.

Several of the above-referenced school districts and schools have specific service needs associated with the new South Oxnard Branch Library. The Oxnard Elementary School District operates an English as a Second Language (ESL) program for its students' parents and other interested adults. The participants in this program will continue to attend library orientations at the new South Oxnard Branch Library. The library orientations will provide participants with an introduction to the new South Oxnard Branch Library; an overview of the wide range of programs, services, activities, events, and classes that will be held at the new library; and an overview of the wide range of materials that will be available at the new library.

The Ocean View Elementary School District operates a migrant parents program that is specifically designed to meet the specialized needs of its students' parents who are migrants and/or seasonal agricultural farm workers. The participants in this program will continue to attend library orientations at the new South Oxnard Branch Library. The library orientations will provide participants with an introduction to the new South Oxnard Branch Library; an overview of the wide range of programs, services, activities, events, and classes that will be held at the new library; and an overview of the wide range of materials that will be available at the new library. A special emphasis will be placed on introducing participants to the variety of English as a Second Language (ESL) materials that will be available at the new library.

The Hueneme Elementary School District operates the L-E-T Family Literacy program at four (4) of the district's elementary schools that will be served by the new library: Hathaway (Julien) Elementary School, Haycox (Art) Elementary School, Larsen (Ansgar) Elementary School, and Williams (Fred) Elementary School. The L-E-T Family Literacy program is a state-funded literacy program. The district is requesting that the new library augment this program by providing tutoring and homework assistance services to the students in this program in the new library's proposed homework center. Through a unique joint venture (a joint venture agreement is included with this application), the proposed homework center will provide a range of services and materials, including: (1) an instructor who is able to assist the participating students with their homework, (2) a complete set of the textbooks that are being used by the participating students, and (3) computers with specialized computer programs that will provide tutorials designed to assist participating students with their schoolwork and homework while improving their basic and advanced learning skills. The district is also requesting that the new library further augment this program by providing Spanish reference books and materials. The new library will also have several sets of the L-E-T Family Literacy program's series of dual language (English and Spanish) books available at the new library. These books will be used by parents of the participating students to promote shared reading, shared English language development, and parent involvement as these books are designed to generate interaction and dialog from culturally relevant experiences.

The Hueneme Elementary School District also operates the Even Start program at three (3) of the district's elementary schools that will be served by the new library: Hathaway (Julien) Elementary School, Haycox (Art) Elementary School, and Williams (Fred) Elementary School. The Even Start program (a federally-funded early childhood education program) establishes preschools for the children of migrant and seasonal agricultural workers. As an adjunct to the Even Start program, the district will offer literacy classes to the parents of these children. These classes will provide parents with the basic skills to assist their children with schoolwork and homework, both at the preschool level and in the coming years as their children proceed to elementary school. These classes, which will be held at the new South Oxnard Branch Library, will be staffed by two (2) certificated teachers provided by the district. The staff at the new library will educate participants about the new library; the wide range of programs, services, activities, events, and classes that will be available at the new library; and the wide variety of materials that will be available at the new library. A special emphasis will be put on educating participants about the bilingual services and the English as a Second Language (ESL) materials available.

#### Ventura County Community College District

The Ventura County Community College District provides educational services to approximately 32,386 students through three (3) community colleges. One (1) of these community colleges, Oxnard College, will be served by the new library.

Oxnard College  
4000 South Rose Avenue  
Oxnard, California 93033

Oxnard College provides educational services to approximately 6,971 students. These students are primarily Hispanic (54.8%), 25.4% are white, 11.3% Asian-American/Pacific Islander, 4.8% African-American, and 3.7% represent other ethnicities.

Oxnard College has an on-campus library with a collection of 32,170 items. The college library is open during school hours and during the hours immediately after classes but not during weekend hours. This is detrimental to the large number of students that need access to a library to study and complete homework during weekend hours. The new South Oxnard Branch Library will provide these students with weekend library services. Additionally, staff members at the new South Oxnard Branch Library will continue to conduct library tours and orientations for students especially those in the college's child development and foreign language programs.

#### **Community Organizations**

There are a variety of community organizations that will be served by the new South Oxnard Branch Library. The following is a list of these community organizations and a description of their service needs.

### El Concilio del Condado de Ventura

El Concilio del Condado de Ventura provides a wide range of low-cost and free services to Hispanic residents throughout Ventura County, including: immigration assistance services; tutoring services; and alcohol, drug, and tobacco use prevention services. The organization will provide a wide range of Spanish informational materials on a variety of topics, including scholarships, job skills, careers, computers, and teen pregnancy prevention to be made available to Hispanic residents through the new library.

### Center for Employment Training

The Center for Employment Training provides low-cost and free job skills training and job placement services to teenagers and young adults throughout Ventura County. The organization will work with the new library to orient participating teenagers and young adults to the new library; to its wide range of programs, services, activities, events, and classes; and to the variety of materials that will be available.

### Mexican-American Opportunity Foundation

The Mexican-American Opportunity Foundation provides free immigration assistance services to Hispanic residents throughout Ventura County. The organization, in collaboration with Oxnard College, will provide free citizenship classes to Hispanic residents at the new library.

### Prototypes Women's Center and New Start for Moms

The Prototypes Women's Center and New Start for Moms provide low-cost and free services associated with helping at-risk pregnant and parenting women overcome alcohol and/or drug addiction. These organizations will work with the new library to orient participating women to the new library; to its wide range of programs, services, activities, events, and classes; to the variety of materials that will be available; and to the joy of reading with their children.

### South Oxnard Challenge Project

The South Oxnard Challenge Project provides a wide range of low-cost and free services to residents of the south Oxnard area of the city Oxnard, including: mentoring services; tutoring services; youth violence prevention services; and alcohol, drug, and tobacco use prevention services. The organization will provide a wide range of informational materials on a variety of topics, including scholarships, job skills, careers, computers, and teen pregnancy prevention that will be available to residents through the new library.



### Ocean View Neighborhoods for Learning and Hueneme-South Oxnard Neighborhoods for Learning

The Ocean View Neighborhoods for Learning and the Hueneme-South Oxnard Neighborhoods for Learning are family resource centers. These organizations will collaborate with the new library to disseminate information to residents of south Oxnard about resources that are available to young children and their families. The staff at the new library will conduct "storytime" and other special presentations for the young children and their families that will promote the joy of reading.

### Child Development Resources of Ventura County, Inc.

Child Development Resources of Ventura County, Inc. provides a wide range of free services to residents throughout Ventura County, including Head Start programs, Early Head Start programs, subsidized child care services, and child care resource and referral services. The organization will collaborate with the new library to orient families participating in the Head Start programs to the new library; to its wide range of programs, services, activities, events, and classes; and to the variety of materials that will be available. The staff at the new library will also promote the joy of reading with the children of participating parents.

### Buenaventura Medical Clinic

The Buenaventura Medical Clinic, a full-service healthcare organization, will facilitate the Prescriptions for Success program. This program will provide new parents with a prescription to visit the new library, check out a book, and read the book with their children. Prescriptions will be provided during visits to pediatricians.

## **Demographics**

Ventura County, which is located in southern California, encompasses 1,845 square miles and is the 12th most populated county in the state of California with 753,197 residents (**2000 United States Census**). It is bordered by Kern County to the north, Los Angeles County and the Pacific Ocean to the south, Santa Barbara County to the west, and Los Angeles County to the east. Ventura County is a primarily suburban county with small urban areas as well as industrial, agricultural, and rural areas. It is an ethnically diverse county with a large white population (56.8%), a growing Hispanic population (33.4%), a small Asian-American/Pacific Islander population (5.5%), a small African-American population (1.9%), and a small population (2.4%) of residents designating themselves as other ethnicities (**2000 United States Census**).

The city of Oxnard, which is located in the western portion of Ventura County, encompasses 25 square miles and is the most populated city in Ventura County with 177,700 residents (**2000 United States Census**). It is bordered by the city of Ventura, the city of Camarillo, the city of Port Hueneme, unincorporated areas of Ventura County, and the Pacific Ocean. The city of Oxnard is a primarily suburban city with a small

urban area as well as industrial and agricultural areas. It is an ethnically diverse city with a large Hispanic population (66.2%), a white population of 21.0%, a small Asian-American/Pacific Islander population (7.8%), a small African-American population (3.8%), and a small population (1.2%) of residents designating themselves as other ethnicities **(2000 United States Census)**.

The south Oxnard area (the library and project service area), which is located in the southern portion of the city of Oxnard, encompasses 5 square miles and has 67,404 residents **(2000 United States Census)**. It is a primarily residential area that is bordered by the downtown area of Oxnard and other Oxnard residential areas to the north, a commercial port and a military facility (Naval Base Ventura County) to the south and to the west, and agricultural areas to the east. It is an ethnically diverse area with a large Hispanic population (63.1%), a white population of 22.2%, a small Asian-American/Pacific Islander population (8.5%), a small African-American population (4.4%), and a small population (1.8%) of residents designating themselves as other ethnicities **(2000 United States Census)**. The population of south Oxnard is growing. The current population figure of 67,404 residents represents a 34% increase in the population from the 1980 figure of 50,479 residents **(1980 United States Census)**. Further, it is anticipated that the population of south Oxnard will continue to grow. It is estimated that the 2020 population figure will be 87,625 residents **(City of Oxnard, Planning and Environmental Services, 2020 General Plan Committee)**. This represents an estimated 30% increase in the population over the next twenty years. The south Oxnard population is also relatively young, with 35.07% of the population under 20--significantly higher than the nationwide figure of 28.60% and the statewide figure of 30.10% **(2000 United States Census)**.

The following table provides population composition by age and median age data for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

#### **Population Composition by Age and Median Age**

	<b>United States</b>	<b>California</b>	<b>Ventura County</b>	<b>Oxnard</b>	<b>South Oxnard</b>
<b>Under 5</b>	6.80%	7.30%	7.50%	9.18%	9.15%
<b>5 - 9</b>	7.30%	8.00%	8.40%	8.80%	8.68%
<b>10 - 14</b>	7.30%	7.60%	8.00%	8.26%	8.18%
<b>15 - 19</b>	7.20%	7.20%	8.80%	9.02%	9.06%
<b>20 - 24</b>	6.70%	7.00%	4.80%	5.56%	5.57%
<b>25 - 34</b>	14.20%	15.40%	13.80%	14.62%	14.55%
<b>35 - 59</b>	34.20%	33.30%	35.00%	32.69%	32.87%
<b>60 - 64</b>	3.80%	3.40%	3.50%	3.13%	3.10%
<b>65 - 74</b>	6.50%	5.60%	5.40%	5.10%	5.06%
<b>75 and Over</b>	5.90%	5.10%	4.90%	3.65%	3.78%
<b>Median Age</b>	35	33	34	32	32

**Source: 2000 United States Census**

## Economic Indicators

The south Oxnard area is an economically disadvantaged area. While only 15.14% of the households in this area report annual incomes of over \$100,000 per year (compared to 26.33% in Ventura County and 15.96% in the city of Oxnard), 18.41% of the households in this area report annual incomes of under \$25,000 per year (compared to 14.72% in Ventura County and 17.90% in the city of Oxnard) (**Claritas**). Further, 13.16% of the households in this area--an increase of 44.00% during the past decade--have annual incomes that fall at or below the federal poverty level (compared to 13.30% in the United States, 16.00% in California, 10.30% in Ventura County, and 13.54% in the city of Oxnard) (**2000 United States Census**).

The following table provides per capita income, median household income, and average household income data for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

**Per Capita Income, Median Household Income, and Average Household Income**

	<b>Per Capita Income</b>	<b>Median Household Income</b>	<b>Average Household Income</b>
<b>United States</b>	\$21,690 per year	\$41,433 per year	\$55,378 per year
<b>California</b>	\$32,225 per year	\$58,400 per year	*
<b>Ventura County</b>	\$27,354 per year	\$66,375 per year	\$83,065 per year
<b>Oxnard</b>	\$19,006 per year	\$54,826 per year	\$67,400 per year
<b>South Oxnard</b>	\$19,155 per year	\$53,488 per year	\$65,758 per year

\* Data Not Available

**Source: Claritas**

The Ventura County home ownership rate is 67.6%--higher than both the nationwide rate of 66.2% and the statewide rate of 56.9% (**2000 United States Census**). Yet, with the median house value increasing (7.5% during the past year), only 35.5% of the Ventura County population can currently afford to purchase a home at the median house value (**California Association of Realtors**). The Oxnard home ownership rate is estimated to be lower than the Ventura County rate, and with the median house value increasing substantially (16.1% during the past year), it is further estimated that only a low percentage of the Oxnard population can currently afford to purchase a home at the median house value (**California Association of Realtors**).

The following table provides median property value and median house value data for the United States, the state of California, the county of Ventura, and the city of Oxnard. Data is not available for the south Oxnard area (the library and project service area) but should mirror the values of the rest of the city.

### Median Property Value and Median House Value

	Median Property Value	Median House Value	Median House Value Percentage Increase During Past Year
<b>United States</b>	\$111,770	\$139,700	4.6%
<b>California</b>	\$228,325	\$250,760	9.9%
<b>Ventura County</b>	\$343,915	\$253,750	7.5%
<b>Oxnard</b>	\$280,395	\$230,700	16.1%
<b>South Oxnard</b>	*	*	*

\* Data Not Available

**Source: National Association of Realtors and California Association of Realtors**

The city of Oxnard is home to eleven (11) of the top seventy-five (75) employers in Ventura County. This figure is surprisingly low when one considers that Oxnard is the most populated city in Ventura County. Further, five (5) of these employers are manufacturing enterprises and three (3) are agriculture enterprises. While the average salary in Ventura County is \$38,808 (an increase of 20.2% since 1999), the majority of jobs in manufacturing and agriculture are low paying jobs for laborers. The average salary in Ventura County's agriculture industry is \$21,350 (*2002 Ventura County Economic Outlook, University of California, Santa Barbara*)

The following table provides population composition by occupation data for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

### Population Composition by Occupation

	United States	California	Ventura County	Oxnard	South Oxnard
<b>Management, Professional, and Related Occupations</b>	33.31%	*	29.20%	18.25%	19.34%
<b>Sales and Office Occupations</b>	26.67%	*	28.00%	23.66%	24.03%
<b>Service Occupations</b>	15.11%	*	15.10%	16.03%	16.04%
<b>Farming, Fishing, and Forestry Occupations</b>	.74%	*	4.70%	11.19%	10.34%
<b>Construction, Extraction, and Maintenance Occupations</b>	9.49%	*	8.20%	13.82%	13.13%
<b>Production, Transportation, and Material Moving Occupations</b>	14.69%	*	14.80%	17.06%	17.12%

\* Data Not Available

**Source: 2000 United States Census**

The unemployment rate in the south Oxnard area (4.59%) is also quite high. While it is lower than the nationwide rate of 4.90% and the statewide rate of 5.40%, it is considerably higher than the countywide rate of 3.34% (**2002 Ventura County Economic Outlook, University of California, Santa Barbara**).

### Educational Indicators

There are three (2) public high schools, one (1) private high school, four (4) junior high/intermediate schools, and eleven (11) elementary schools located in the library service area. These schools are described in greater detail above. With an average 2001 California Academic Performance Index (API) of 582 for the public schools, these schools are collectively succeeding academically, but there is still room for growth and improvement at individual schools.

The following table provides California Academic Performance Index (API) data for the schools that are located in the library service area.

### **California Academic Performance Index**

	<b>2001 Academic Performance Index</b>	<b>2001 Statewide Rank</b>	<b>2001 Similar Schools Rank</b>
<b>High Schools:</b>			
Channel Islands High School	568	3	8
Hueneme High School	529	2	6
Santa Clara High School (private)	*	*	*
<b>Junior High/Intermediate Schools:</b>			
Blackstock (Charles) Junior High School	617	4	10
Green (E. O.) Junior High School	674	6	10
Haydock (Richard B.) Intermediate School	576	3	5
Ocean View Junior High School	613	4	9
<b>Elementary Schools:</b>			
Elm Street Elementary School	472	1	1
Harrington Elementary School	549	2	3
Hathaway (Julien) Elementary School	599	3	6
Haycox (Art) Elementary School	501	1	4
Kamala Elementary School	499	1	1
Larsen (Ansgar) Elementary School	621	4	10
Lemonwood Elementary School	652	4	9
Mar Vista Elementary School	*	*	*
McKinna Elementary School	591	3	8
Tierra Vista Elementary School	*	*	*
Williams (Fred) Elementary School	673	5	7

\* Data Not Available

**Source: California Department of Education**

The south Oxnard area is an educationally disadvantaged area. While only 20.92% of the residents in this area have a college degree (compared to 26.49% in the United States, 31.30% in California, 31.65% in Ventura County, and 20.10% in the city of Oxnard), 35.81% of the residents in this area do not have a high school diploma (compared to 24.77% in the United States, 23.81% in California, 20.64% in Ventura County, and 38.66% in the city of Oxnard) (**1990 United States Census**).

The following table provides population composition by educational attainment level data for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

**Population Composition by Educational Attainment Level**

	<b>United States</b>	<b>California</b>	<b>Ventura County</b>	<b>Oxnard</b>	<b>South Oxnard</b>
<b>No High School</b>	10.39%	11.16%	9.79%	23.66%	21.41%
<b>Some High School</b>	14.38%	12.65%	10.85%	15.00%	14.40%
<b>High School Graduate</b>	29.99%	22.29%	22.07%	20.70%	21.74%
<b>Some College</b>	18.74%	22.60%	25.64%	20.54%	21.53%
<b>Associates Degree</b>	6.16%	7.94%	8.64%	7.09%	7.29%
<b>Bachelors Degree</b>	13.11%	15.29%	15.14%	8.93%	9.33%
<b>Graduate Degree</b>	7.22%	8.07%	7.87%	4.08%	4.30%

**Source: 1990 United States Census**

The educational attainment levels among the Hispanic residents of the south Oxnard area are profoundly low. While only 6.99% of these residents have a college degree, 68.28% of these residents do not have a high school diploma (**1990 United States Census**). This is particularly distressing when one considers that 63.1% of the residents of the south Oxnard area are Hispanic (**2000 United States Census**).

The English literacy rates associated with the residents of the south Oxnard area are low. An estimated fifty-eight percent (58%) of the residents of the city of Oxnard are not functionally literate according to the 1992 National Adult Literacy Survey. When compared to the Ventura County figure of thirty-nine percent (39%), the California figure of forty-six percent (46%), and the national figure of forty-nine percent (49%), this figure is even more astounding (**1992 National Adult Literacy Survey**). While a specific figure is not available for the south Oxnard area (the library service area), it is estimated that, as with other demographic measurements, the literacy levels of the residents in this area will closely mirror the levels of the residents of the city of Oxnard.

The English language comprehension rates associated with the residents of the south Oxnard area are also low. While 58.10% of these residents communicate in a primary language other than English, 55.43% of this 58.10% feel that they neither speak English "very well" nor communicate "well" in English (**1990 United States Census**).

The following table provides data on residents that communicate in a primary language other than English for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

**Residents that Communicate in a Primary Language Other than English**

	<b>United States</b>	<b>California</b>	<b>Ventura County</b>	<b>Oxnard</b>	<b>South Oxnard</b>
<b>Primary Language Other than English</b>	13.82%	31.48%	26.27%	51.81%	58.10%
<b>Do Not Speak English "Very Well"</b>	43.91%	51.31%	48.48%	55.08%	55.43%
<b>Primary Language Spanish</b>	7.53%	20.01%	20.08%	44.49%	51.05%
<b>Do Not Speak English "Very Well"</b>	47.91%	54.03%	52.58%	57.32%	55.16%
<b>Primary Language Asian or Pacific Island Language</b>	1.94%	6.96%	3.08%	6.00%	8.55%
<b>Do Not Speak English "Very Well"</b>	54.13%	55.69%	45.67%	45.18%	44.68%

**Source: 1990 United States Census**

The English language comprehension rates associated with the Hispanic residents of the south Oxnard area are profoundly low. While 82.89% of these residents have a primary language other than English, 58.32% of this 82.89% feel that they neither speak English "very well" nor communicate "well" in English (**1990 United States Census**). Similarly, the English language comprehension rates among south Oxnard Asian-American/Pacific Islander residents are low.

## **Community Characteristics Analysis**

The results of the comprehensive community library needs assessment yielded important data, information, and input about the south Oxnard area (the library and project service area). The south Oxnard area is an ethnically diverse, economically disadvantaged, and educationally disadvantaged area.

The south Oxnard area (the library and project service area), which is located in the southern portion of the city of Oxnard, encompasses 5 square miles and is home to 67,404 residents (**2000 United States Census**). It is a primarily residential area that is bordered by the downtown area of Oxnard and other Oxnard residential areas to the north, a commercial port and a military facility (Naval Base Ventura County) to the south and to the west, and agricultural areas to the east. It is an ethnically diverse area with a large Hispanic population (63.1%), a white population of 22.2%, a small Asian-American/Pacific Islander population (8.5%), a small African-American population (4.4%), and a small population (1.8%) of residents designating themselves as other ethnicities (**2000 United States Census**). The population of south Oxnard is growing. The current population figure of 67,404 residents represents a 34% increase in the population from the 1980 figure of 50,479 residents (**1980 United States Census**). Further, it is anticipated that the population of south Oxnard will continue to grow. It is estimated that the 2020 population figure will be 87,625 residents (**City of Oxnard, Planning and Environmental Services, 2020 General Plan Committee**). This represents an estimated 30% increase in the population over the next twenty years. The south Oxnard population is also relatively young, with 35.07% of the population under 20--significantly higher than the nationwide figure of 28.60% and the statewide figure of 30.10% (**2000 United States Census**).

The following table provides population composition by age and median age data for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

**Population Composition by Age and Median Age**

	<b>United States</b>	<b>California</b>	<b>Ventura County</b>	<b>Oxnard</b>	<b>South Oxnard</b>
<b>Under 5</b>	6.80%	7.30%	7.50%	9.18%	9.15%
<b>5 – 9</b>	7.30%	8.00%	8.40%	8.80%	8.68%
<b>10 - 14</b>	7.30%	7.60%	8.00%	8.26%	8.18%
<b>15 - 19</b>	7.20%	7.20%	8.80%	9.02%	9.06%
<b>20 - 24</b>	6.70%	7.00%	4.80%	5.56%	5.57%
<b>25 - 34</b>	14.20%	15.40%	13.80%	14.62%	14.55%
<b>35 - 59</b>	34.20%	33.30%	35.00%	32.69%	32.87%
<b>60 - 64</b>	3.80%	3.40%	3.50%	3.13%	3.10%
<b>65 - 74</b>	6.50%	5.60%	5.40%	5.10%	5.06%
<b>75 and Over</b>	5.90%	5.10%	4.90%	3.65%	3.78%
<b>Median Age</b>	35	33	34	32	32

**Source: 2000 United States Census**



The south Oxnard area is an economically disadvantaged area. While only 15.14% of the households in this area report annual incomes of over \$100,000 per year (compared to 26.33% in Ventura County and 15.96% in the city of Oxnard), 18.41% of the households in this area report annual incomes of under \$25,000 per year (compared to 14.72% in Ventura County and 17.90% in the city of Oxnard) (**Claritas**). Further, 13.16% of the households in this area--an increase of 44.00% during the past decade--have annual incomes that fall at or below the federal poverty level (compared to 13.30% in the United States, 16.00% in California, 10.30% in Ventura County, and 13.54% in the city of Oxnard) (**2000 United States Census**).

The following table provides per capita income, median household income, and average household income data for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

**Per Capita Income, Median Household Income, and Average Household Income**

	<b>Per Capita Income</b>	<b>Median Household Income</b>	<b>Average Household Income</b>
<b>United States</b>	\$21,690 per year	\$41,433 per year	\$55,378 per year
<b>California</b>	\$32,225 per year	\$58,400 per year	*
<b>Ventura County</b>	\$27,354 per year	\$66,375 per year	\$83,065 per year
<b>Oxnard</b>	\$19,006 per year	\$54,826 per year	\$67,400 per year
<b>South Oxnard</b>	\$19,155 per year	\$53,488 per year	\$65,758 per year

\* Data Not Available

**Source: Claritas**

The Ventura County home ownership rate is 67.6%, higher than both the nationwide rate of 66.2% and the statewide rate of 56.9% (**2000 United States Census**). Yet, with the median house value increasing (7.5% during the past year), only 35.5% of the Ventura County population can currently afford to purchase a home at the median house value (**California Association of Realtors**). The Oxnard home ownership rate is estimated to be lower than the Ventura County rate. With the median house value increasing substantially (16.1% during the past year), it is further estimated that only a low percentage of the Oxnard population can currently afford to purchase a home at the median house value (**California Association of Realtors**).

The following table provides median property value and median house value data for the United States, the state of California, the county of Ventura, and the city of Oxnard. Data for the south Oxnard area (the library and project service area) is not available but should mirror that of the city of Oxnard.

### Median Property Value and Median House Value

	Median Property Value	Median House Value	Median House Value Percentage Increase During Past Year
<b>United States</b>	\$111,770	\$139,700	4.6%
<b>California</b>	\$228,325	\$250,760	9.9%
<b>Ventura County</b>	\$343,915	\$253,750	7.5%
<b>Oxnard</b>	\$280,395	\$230,700	16.1%
<b>South Oxnard</b>	*	*	*

\* Data Not Available

Source: National Association of Realtors and California Association of Realtors

The city of Oxnard is home to eleven (11) of the top seventy-five (75) employers in Ventura County. This figure is surprisingly low when one considers that Oxnard is the largest city in Ventura County. Further, five (5) of these employers are manufacturing enterprises and three (3) are agriculture enterprises. While the average salary in Ventura County is \$38,808 (an increase of 20.2% since 1999), the majority of jobs in manufacturing and agriculture are low paying jobs for laborers. The average salary in Ventura County's agriculture industry is \$21,350 (*2002 Ventura County Economic Outlook, University of California, Santa Barbara*)

The following table provides population composition by occupation data for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

### Population Composition by Occupation

	United States	California	Ventura County	Oxnard	South Oxnard
<b>Management, Professional, and Related Occupations</b>	33.31%	*	29.20%	18.25%	19.34%
<b>Sales and Office Occupations</b>	26.67%	*	28.00%	23.66%	24.03%
<b>Service Occupations</b>	15.11%	*	15.10%	16.03%	16.04%
<b>Farming, Fishing, and Forestry Occupations</b>	.74%	*	4.70%	11.19%	10.34%
<b>Construction, Extraction, and Maintenance Occupations</b>	9.49%	*	8.20%	13.82%	13.13%
<b>Production, Transportation, and Material Moving Occupations</b>	14.69%	*	14.80%	17.06%	17.12%

\* Data Not Available

**Source: 2000 United States Census**

The south Oxnard area is an educationally disadvantaged area. While only 20.92% of the residents in this area have a college degree (compared to 26.49% in the United States, 31.30% in California, 31.65% in Ventura County, and 20.10% in the city of Oxnard), 35.81% of the residents in this area do not have a high school diploma (compared to 24.77% in the United States, 23.81% in California, 20.64% in Ventura County, and 38.66% in the city of Oxnard) (**1990 United States Census**).

The following table provides population composition by educational attainment level data for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

**Population Composition by Educational Attainment Level**

	<b>United States</b>	<b>California</b>	<b>Ventura County</b>	<b>Oxnard</b>	<b>South Oxnard</b>
<b>No High School</b>	10.39%	11.16%	9.79%	23.66%	21.41%
<b>Some High School</b>	14.38%	12.65%	10.85%	15.00%	14.40%
<b>High School Graduate</b>	29.99%	22.29%	22.07%	20.70%	21.74%
<b>Some College</b>	18.74%	22.60%	25.64%	20.54%	21.53%
<b>Associates Degree</b>	6.16%	7.94%	8.64%	7.09%	7.29%
<b>Bachelors Degree</b>	13.11%	15.29%	15.14%	8.93%	9.33%
<b>Graduate Degree</b>	7.22%	8.07%	7.87%	4.08%	4.30%

**Source: 1990 United States Census**

The educational attainment levels of the Hispanic residents of the south Oxnard area are profoundly low. While only 6.99% of these residents have a college degree, 68.28% of these residents do not have a high school diploma (**1990 United States Census**). This is particularly distressing when one considers that 63.1% of the residents of the south Oxnard area are Hispanic (**2000 United States Census**).

The English literacy rates associated with the residents of the south Oxnard area are low. An estimated fifty-eight percent (58%) of the residents of the city of Oxnard are not functionally literate according to the 1992 National Adult Literacy Survey. When compared to the Ventura County figure of thirty-nine percent (39%), the California figure of forty-six percent (46%), and the national figure of forty-nine percent (49%), this figure is even more alarming (**1992 National Adult Literacy Survey**). While a specific figure is not available for the south Oxnard area (the library service area), it is estimated that, as in other demographic measurements, the literacy levels of the residents in this area will closely mirror the levels of the residents of the city of Oxnard.

The English language comprehension rates associated with the residents of the south Oxnard area are also low. While 58.10% of these residents communicate in a primary language other than English, 55.43% of this 58.10% feel that they neither speak English "very well" nor communicate "well" in English (**1990 United States Census**).

The following table provides data on residents that have a primary language other than English for the United States, the state of California, the county of Ventura, the city of Oxnard, and the south Oxnard area (the library and project service area).

**Residents that Communicate in a Primary Language Other than English**

	<b>United States</b>	<b>California</b>	<b>Ventura County</b>	<b>Oxnard</b>	<b>South Oxnard</b>
<b>Primary Language Other than English</b>	13.82%	31.48%	26.27%	51.81%	58.10%
<b>Do Not Speak English "Very Well"</b>	43.91%	51.31%	48.48%	55.08%	55.43%
<b>Primary Language Spanish</b>	7.53%	20.01%	20.08%	44.49%	51.05%
<b>Do Not Speak English "Very Well"</b>	47.91%	54.03%	52.58%	57.32%	55.16%
<b>Primary Language Asian or Pacific Island Language</b>	1.94%	6.96%	3.08%	6.00%	8.55%
<b>Do Not Speak English "Very Well"</b>	54.13%	55.69%	45.67%	45.18%	44.68%

**Source: 1990 United States Census**

The English language comprehension rates associated with the Hispanic residents of the south Oxnard area are profoundly low. While 82.89% of these residents have a primary language other than English, 58.32% of this 82.89% feel that they neither speak English "very well" nor communicate "well" in English (**1990 United States Census**). Similarly, the English language comprehension rates among south Oxnard Asian-American/Pacific Islander residents are low.

## **Library Service Needs Executive Summary**

The results of the comprehensive community library needs assessment yielded important data, information, and input about the library service needs in the south Oxnard area (the library and project service area).

The existing South Oxnard Center Branch Library is open five (5) days per week: Monday, Tuesday, Wednesday, Thursday, and Saturday. It is closed on Fridays, Sundays, and holidays. The main library is open six (6) days per week: Monday, Tuesday, Wednesday, Thursday, Saturday, and Sunday. It is closed on Fridays and holidays. The adult surveys completed as part of the community library needs assessment indicated a strong preference that the new South Oxnard Branch Library also be open on Fridays and during weeknight evening hours. The school surveys completed as part of the community library needs assessment indicated a strong preference that the library also be open on Fridays and during weeknight evening and weekend evening hours.

The results of the community library needs assessment yielded important information about the materials that are needed at the new South Oxnard Branch Library. The specific selection of much-needed and much-requested materials that will be provided at the new library includes: (1) children's books and other resources, (2) adult and children's Spanish language books and other resources, and (3) music compact discs.

Children's books and other resources were identified as a need by 59% of the adult surveys completed as part of the needs assessment; 67% of the children's surveys, and 55% of the school surveys. A detailed analysis of the results of the needs assessment further indicates that forty-nine percent (49%) of the registered library patrons at the existing library are under 18 years of age. While borrowed items from the children's collection account for sixty-nine percent (69%) of the existing library's total circulation, this collection accounts for only fifty percent (50%) of the existing library's total collection.

Adult and children's Spanish language books and other resources were identified as a need by 40% of the adult surveys completed as part of the needs assessment and 40% of the school surveys. A detailed analysis of the results of the needs assessment further indicates that 63.1% of the residents of the library service area are Hispanic. The current adult Spanish collection has 2,317 items and the current children's Spanish collection has 5,099 items. This translates into a very low per capita rate of 0.2 item per Hispanic resident. Further, forty-five percent (45%) of the registered library patrons at the existing library are Spanish speaking. While borrowed items from the adult Spanish collection and the children's Spanish collection account for thirty-four percent (34%) of the existing library's total circulation, these collections account for only fifteen percent (15%) of the existing library's total collection.

Music compact discs were identified as a need by 31% of the adult surveys completed as part of the needs assessment, 65% of the children's surveys, and 47% of the school

surveys. A detailed analysis of the results of the needs assessment further indicates that a large number of adults, young adults, and teenagers attending the community meetings expressed the desire to not only check out music compact discs for use at home but to listen to music compact discs at the library. The existing South Oxnard Center Branch Library, because of space and shelving limitations, as well as security gates that are unable to detect the security strips on compact discs, does not have any music compact discs in its collection. This has been particularly distressing to young adults and teenagers who continually indicate that they would like to have access to the music of current popular musicians. The existing library also does not have audio/visual stations.

The results of the community library needs assessment also yielded important information about the services that are needed at the new South Oxnard Branch Library. The specific selection of much-needed and much-requested services that will be provided at the new library includes: (1) Internet accessible computers, (2) computer usage classes, (3) quiet study areas, (4) tutoring and homework assistance services, and (5) "storytime" services.

Internet accessible computers were identified as a need by 49% of the adult surveys completed as part of the needs assessment and 63% of the school surveys. A detailed analysis of the results of the needs assessment further indicates that the nine (9) Internet accessible computers for public use at the existing library do not meet the current demand for access to the Internet. The current demand for these computers is quite high. To accommodate this high demand, the use of these computers is limited to one (1) hour per day per person. Even with these limitations, the computers are completely scheduled for use each day that the existing library is open--from the time the library opens until the time it closes. Computer usage classes were identified as a need by 60% of the adult surveys completed as part of the needs assessment and 52% of the school surveys.

Quiet study areas were identified as a need by 36% of the adult surveys completed as part of the needs assessment and 39% of the school surveys. A detailed analysis of the results of the needs assessment further indicates that a significant number of students come to the existing library to study, and many of these students do not have a quiet area at home. This problematic situation is exacerbated by the fact that the school libraries located in the library service area are closed on weeknights and weekends--the times when many students do their homework. Tutoring and homework assistance services were identified as a need by 41% of the adult surveys completed as part of the needs assessment and 40% of the school surveys.

"Storytime" services were identified as a need by 37% of the adult surveys completed as part of the needs assessment, 40% of the children's surveys, and 25% of the school surveys. A detailed analysis of the results of the needs assessment further indicates that 9.15% of the residents of the library service area are under 5 years of age (**2000 United States Census**). These approximately 6,167 young children will benefit from "storytime" services.

## **Library Service Needs**

The results of the comprehensive community library needs assessment yielded important data, information, and input about the library service needs in the south Oxnard area (the library and project service area). These results were used by the new South Oxnard Branch Library planning committee to determine the hours of operation at the new library and to determine the size and makeup of the library collection, the size and makeup of individual collections within the library collection, and the selection of materials that will be available to residents of the library service area at the new South Oxnard Branch Library. These results were also used to determine the selection of programs, services, activities, events, and classes that will be available to residents at the new library.

### **Hours of Operation Identified as Needed through the Community Library Needs Assessment**

The existing South Oxnard Center Branch Library is open five (5) days per week: Monday, Tuesday, Wednesday, Thursday, and Saturday. It is closed on Fridays, Sundays, and holidays. The main library is open six (6) days per week: Monday, Tuesday, Wednesday, Thursday, Saturday, and Sunday. It is closed on Fridays and holidays. The adult surveys completed as part of the community library needs assessment indicate a strong preference that the new South Oxnard Branch Library also be open on Fridays, Sundays, and during weeknight hours. The school surveys completed as part of the community library needs assessment indicate a strong preference that the library also be open on Fridays, during weekday afternoons and evenings, and during weekend evening hours.

To adequately and appropriately meet the hours of operation needs in the library service area as well as throughout the city of Oxnard, the new South Oxnard Branch Library will expand hours of operation to include Fridays and Sundays. Further, the new library will continue to participate in a twenty-four-(24)-hour-per-day, seven-(7)-day-per-week web-based reference service that allows library patrons with access to the Internet to utilize a wide range of library resources off-site.

### **Materials Identified as Needed through the Community Library Needs Assessment**

The results of the community library needs assessment also yielded important data, information, and input about the materials that need to be provided at the new South Oxnard Branch Library. These results were used by the new South Oxnard Branch Library planning committee to determine the specific selection of materials that will be available to library patrons at the new South Oxnard Branch Library. The specific selection of materials includes: (1) children's books and other resources, (2) adult and children's Spanish language books and other resources, and (3) music compact discs.

### Children's Books and Other Resources

The results of the needs assessment indicate that children's books and other resources are much-needed and much-requested. The following table provides a breakdown of the results of the needs assessment associated with children's books and other resources.

#### **Breakdown of the Results of the Needs Assessment Associated with Children's Books and Other Resources**

	<b>Percentage of Surveys Identifying this Need</b>
<b>All Surveys</b>	59%
<b>Adult Surveys</b>	59%
<b>Adult English Surveys</b>	55%
<b>Adult Spanish Surveys</b>	74%
<b>Adult Tagalog Surveys</b>	36%
<b>Children's surveys</b>	67%
<b>School Surveys</b>	55%

**Source: Community Library Needs Assessment, 2002**

A detailed analysis of the results of the needs assessment further indicates that forty-nine percent (49%) of the registered library patrons at the existing library are under 18 years of age. While borrowed items from the children's collection account for sixty-nine percent (69%) of the existing library's total circulation, this collection accounts for only fifty percent (50%) of the existing library's total collection.

To adequately and appropriately meet this identified need, the new South Oxnard Branch Library will expand the children's collection from 24,972 items to 47,690 items--nearly double the current collection. The new children's collection will include picture books, easy reader books, fiction books, non-fiction books that complement the curriculum in the schools that are in the library service area, periodicals, and multimedia items. The ***Libris Design*** program was used to determine the allocation of items in the children's collection.

### Adult and Children's Spanish Language Books and Other Resources

The results of the needs assessment indicate that adult and children's Spanish language books and other resources are much-needed and much-requested. The following table provides a breakdown of the results of the needs assessment associated with adult and children's Spanish language books and other resources.



### Breakdown of the Results of the Needs Assessment Associated with Adult and Children's Spanish Language Books and Other Resources

	Percentage of Surveys Identifying this Need
<b>All Surveys</b>	40%
<b>Adult Surveys</b>	40%
<b>Adult English Surveys</b>	31%
<b>Adult Spanish Surveys</b>	72%
<b>Adult Tagalog Surveys</b>	18%
<b>Children's surveys</b>	*
<b>School Surveys</b>	40%

\* Not Applicable

**Source: Community Library Needs Assessment, 2002**

A detailed analysis of the results of the needs assessment further indicates that 63.1% of the residents of the library service area are Hispanic. The current adult Spanish collection has 2,317 items and the current children's Spanish collection has 5,099 items. This translates into a very low per capita rate of 0.2 item per Hispanic resident. Further, forty-five percent (45%) of the registered library patrons at the existing library are Spanish speaking. While borrowed items from the adult Spanish collection and the children's Spanish collection account for thirty-four percent (34%) of the existing library's total circulation, these collections account for only fifteen percent (15%) of the existing library's total collection.

To adequately and appropriately meet this identified need, the new South Oxnard Branch Library will expand the adult Spanish collection and the children's Spanish collection from 7,416 items to 17,340 items--more than double the current collection. These 17,340 items will include 16,940 books and 400 multimedia items. The new adult Spanish collection and the new children's Spanish collection will include non-fiction books, fiction books, periodicals, and multimedia items (including English as a Second Language [ESL] resources) for adults, young adults, teenagers, and children. The new collections will also include large print books and paperback books. The ***Libris Design*** program was used to determine the allocation of items in the adult Spanish collection and the children's Spanish collection.

The existence of the expanded adult Spanish collection and the expanded children's Spanish collection will significantly benefit the large number of Hispanic residents that are not yet fluent in English and are enrolled in English as a Second Language (ESL) classes or studying English on their own to improve their English language skills and their basic literacy skills.

## Music Compact Discs

The results of the needs assessment indicate that music compact discs are much-needed and much-requested. The following table provides a breakdown of the results of the needs assessment associated with music compact discs.

### **Breakdown of the Results of the Needs Assessment Associated with Music Compact Discs**

	<b>Percentage of Surveys Identifying this Need</b>
<b>All Surveys</b>	47%
<b>Adult Surveys</b>	31%
<b>Adult English Surveys</b>	30%
<b>Adult Spanish Surveys</b>	31%
<b>Adult Tagalog Surveys</b>	45%
<b>Children's surveys</b>	65%
<b>School Surveys</b>	47%

**Source: Community Library Needs Assessment, 2002**

A detailed analysis of the results of the needs assessment further indicates that a large number of adults, young adults, and teenagers attending the community meetings expressed the desire to not only check out music compact discs for use at home but to listen to music compact discs at the library. The existing South Oxnard Center Branch Library, because of space and shelving limitations as well as security gates that are unable to detect the security strips on compact discs, does not have any music compact discs in its collection. This has been particularly distressing to young adults and teenagers who continually indicate that they would like to have access to the music of current popular musicians. The existing library also does not have audio/visual stations.

To adequately and appropriately meet this identified need, the new South Oxnard Center Branch Library will include more than five hundred (500) music compact discs in its multimedia collection. These music compact discs will be shelved as a browsing collection sorted by types of music using the Alpha-Numeric System for Classification of Recordings (ANSCR). The new library will also be equipped with audio/visual stations that will allow library patrons to preview and listen to music compact discs at the new library.

### **Services Identified as Needed through the Community Library Needs Assessment**

The results of the community library needs assessment yielded important data, information, and input about the services that need to be provided at the new South Oxnard Branch Library. These results were used by the new South Oxnard Branch Library planning committee to determine the specific selection of services that will be available to library patrons at the new South Oxnard Branch Library. The specific

selection of services includes: (1) Internet accessible computers, (2) computer usage classes, (3) quiet study areas, (4) tutoring and homework assistance services, and (5) "storytime" services.

### Internet Accessible Computers

The results of the needs assessment indicate that Internet accessible computers are much-needed and much-requested. The following table provides a breakdown of the results of the needs assessment associated with Internet accessible computers.

#### **Breakdown of the Results of the Needs Assessment Associated with Internet Accessible Computers**

	<b>Percentage of Surveys Identifying this Need</b>
<b>All Surveys</b>	58%
<b>Adult Surveys</b>	49%
<b>Adult English Surveys</b>	53%
<b>Adult Spanish Surveys</b>	34%
<b>Adult Tagalog Surveys</b>	56%
<b>Children's surveys</b>	*
<b>School Surveys</b>	63%

\* Not Applicable

**Source: Community Library Needs Assessment, 2002**

A detailed analysis of the results of the needs assessment further indicates that the nine (9) Internet accessible computers for public use at the existing library are not meeting the current demand for access to the Internet. The current demand for these computers is quite high. To accommodate this high demand, the use of these computers is limited to one (1) hour per day per person. Even with these limitations on usage, the computers are completely scheduled for use each day that the existing library is open--from the time the library opens until the time it closes.

To adequately and appropriately meet this identified need, the new South Oxnard Branch Library will provide forty-five (45) Internet accessible computers for public use. These computers will be located throughout the new library and, when appropriate, will be equipped with Internet filters.

### Computer Usage Classes

The results of the needs assessment indicate that computer usage classes are much-needed and much-requested. The following table provides a breakdown of the results of the needs assessment associated with computer usage classes.

### **Breakdown of the Results of the Needs Assessment Associated with Computer Usage Classes**

	<b>Percentage of Surveys Identifying this Need</b>
<b>All Surveys</b>	56%
<b>Adult Surveys</b>	60%
<b>Adult English Surveys</b>	54%
<b>Adult Spanish Surveys</b>	75%
<b>Adult Tagalog Surveys</b>	91%
<b>Children's surveys</b>	*
<b>School Surveys</b>	52%

\* Not Applicable

**Source: Community Library Needs Assessment, 2002**

To adequately and appropriately meet this identified need, the new South Oxnard Branch Library will provide a computer center. The computer center will be equipped with thirty (30) computers for public use and one (1) instructor's computer. Each of these computers will be Internet accessible and will have word processing and spreadsheet capabilities. The computer center will also be equipped with a print management station and an audio/visual data projection system that will allow instructors to provide quality instruction to large classes. There will be a variety of computer usage classes offered in the computer center covering topics such as: (1) word processing, (2) spreadsheet design and usage, (3) educational software programs, (4) access and use of the Internet, (5) use of online reference databases, (6) use of the library's online public access catalog, and (7) preparing computerized business plans. There will also be a variety of computer-based literacy classes offered in the computer center. These classes will be conducted by the new South Oxnard Branch Library and the Hueneme School District and will be provided to migrant and itinerant agricultural workers that are seeking to improve their English language and basic literacy skills. The computer center will not only be available for computer usage classes and computer-based literacy classes offered by the new library but will also be available for staff training and computer trainings needed by and offered by community organizations serving residents of the library service area. The computers for public use in the computer center will be available for individual use when classes and trainings are not scheduled.

### **Quiet Study Areas**

The results of the needs assessment indicate that quiet study areas are much-needed and much-requested. The following table provides a breakdown of the results of the needs assessment associated with quiet study areas.

### **Breakdown of the Results of the Needs Assessment Associated with Quiet Study Areas**

	<b>Percentage of Surveys Identifying this Need</b>
<b>All Surveys</b>	37%
<b>Adult Surveys</b>	36%
<b>Adult English Surveys</b>	40%
<b>Adult Spanish Surveys</b>	22%
<b>Adult Tagalog Surveys</b>	36%
<b>Children's surveys</b>	*
<b>School Surveys</b>	39%

\* Not Applicable

**Source: Community Library Needs Assessment, 2002**

A detailed analysis of the results of the needs assessment further indicates that a significant number of students come to the existing library to study, and many of these students do not have a quiet area at home. This problematic situation is exacerbated by the fact that the school libraries that are located in the library service area are closed on weeknights and weekends--the times when many students do their homework.

To adequately and appropriately meet this identified need, the new South Oxnard Branch Library will provide quiet study areas throughout the new library, one (1) large study room, four (4) small study rooms, and audio/visual stations. Individuals studying at the new library will be accommodated by the large number of tables and chairs that will be located throughout the new library. Groups studying at the new library will be accommodated by the large study room and the four (4) small study rooms. The large study room will accommodate a maximum of ten (10) students, and each of the four (4) small study rooms will accommodate a maximum of four (4) students. These large and small study rooms will allow students to engage in large and small group studying, assist each other with homework, work on group projects, and engage in large and small group tutoring. Multimedia studying at the new library will be accommodated by the audio/visual stations that will be located in the new library. This will be beneficial to the large number of Hispanic residents using the English as a Second Language (ESL) multimedia materials to improve their English language and basic literacy skills. This will also be particularly beneficial to the significant number of Hispanic residents that are interested in using these materials but do not have access to the necessary equipment to do so.

### **Tutoring and Homework Assistance Services**

The results of the needs assessment indicate that tutoring and homework assistance services are much-needed and much-requested. The following table provides a breakdown of the results of the needs assessment associated with tutoring and homework assistance services.

### **Breakdown of the Results of the Needs Assessment Associated with Tutoring and Homework Assistance Services**

	<b>Percentage of Surveys Identifying this Need</b>
<b>All Surveys</b>	40%
<b>Adult Surveys</b>	41%
<b>Adult English Surveys</b>	38%
<b>Adult Spanish Surveys</b>	50%
<b>Adult Tagalog Surveys</b>	18%
<b>Children's surveys</b>	*
<b>School Surveys</b>	40%

\* Not Applicable

**Source: Community Library Needs Assessment, 2002**

To adequately and appropriately meet this identified need, the new South Oxnard Branch Library will provide a homework center. The homework center will be equipped with one (1) table that can accommodate six (6) chairs, three (3) tutoring study carrels, and five (5) computers and will be staffed by an instructor who will be able to assist students with their homework. The homework center will provide tutoring and individual and group homework assistance. It will provide students the opportunity to use computers to prepare reports and to use specialized computer programs that will provide tutorials designed to assist them with schoolwork and homework while improving their basic and advanced learning skills. A complete set of current textbooks from the school districts that will be served by the new library, as well as student reference books and materials, will be available in the homework center.

The existence of the homework center will significantly benefit the large number of students that have been classified as English Learner (EL) students. These students, which make up an estimated forty-four percent (44%) of the student population that will be served by the new South Oxnard Branch Library, often struggle with their schoolwork and homework and need the additional assistance that tutoring and individual and group homework assistance can provide.

#### **"Storytime" Services**

The results of the needs assessment indicate that "storytime" services are much-needed and much-requested. The following table provides a breakdown of the results of the needs assessment associated with "storytime" services.

### Breakdown of the Results of the Needs Assessment Associated with "Storytime" Services

	Percentage of Surveys Identifying this Need
<b>All Surveys</b>	41%
<b>Adult Surveys</b>	37%
<b>Adult English Surveys</b>	37%
<b>Adult Spanish Surveys</b>	36%
<b>Adult Tagalog Surveys</b>	27%
<b>Children's surveys</b>	40%
<b>School Surveys</b>	25%

Source: Community Library Needs Assessment, 2002

A detailed analysis of the results of the needs assessment further indicates that 9.15% of the residents of the library service area are under 5 years of age (**2000 United States Census**). These approximately 6,167 small children will benefit from "storytime" services.

To adequately and appropriately meet this identified need, the new South Oxnard Branch Library will provide weekly "storytime" services in the children's collection area of the new library. These "storytime" services will be provided in one of the three (3) picture book collection alcoves located in the children's collection area. Each of these alcoves encompasses approximately 200 square feet and is equipped with a large rug and a large number of comfortable pillows for preschoolers and toddlers to sit on. "Storytime" services will be presented by the children's librarian and trained volunteer storytellers and will include stories, flannel board stories, finger plays, puppet shows (with a portable puppet show stage), songs, nursery rhymes, and videos (with a portable television and videocassette recorder). "Storytime" services will also include simple craft projects that will build on the stories told during these services. The children's play tables and chairs that will be located in this area of the new library will be utilized for these craft projects. "Storytime" services, which will be presented in both English and Spanish as well as bilingually, will allow adults to share the joy of reading with small children and instill a lifelong love of books in these children.

### **Existing Library Service Limitations Executive Summary**

The existing South Oxnard Center Branch Library is located in a room at the rear of the South Oxnard Community Center. The existing library encompasses 4,000 square feet and is experiencing severe space limitations, which are negatively impacting the types, quality, and quantity of services that can be offered to the 67,404 residents of south Oxnard (the library service area).

The existing South Oxnard Center Branch Library has a collection of 48,177 items housed on 2,871 linear feet of shelving that are filled to capacity. Because of space limitations, no additional shelving can be added so the collection is unable to grow. Simultaneously, the adult Spanish collection, the children's collection, and the English as a Second Language (ESL) multimedia collection must grow significantly if current demand for the items in these collections is to be met. The adult Spanish collection has only 2,317 items and the children's collection has only 24,972 items, of which only 5,099 are in Spanish. Since 63.1% of the residents of south Oxnard are Hispanic--many of whom are monolingual Spanish-speaking or not yet fluent in English--it is imperative that this growth occur. Further, because of space and shelving limitations, the existing library has no compact discs nor DVDs, which has been particularly distressing to young adults and teenagers who continually indicate that they would like to have access to current movies and the music of current popular musicians.

The existing South Oxnard Center Branch Library has a small adult reading area that can accommodate eighteen (18) adults, young adults, and teenagers. There is no separate reading area for young adults and teenagers. Additionally, the existing library, because of space limitations, has only three (3) study carrels. This is particularly problematic for the significant number of students that come to the library to study--many of whom do not have a quiet area at home. This problem is further exacerbated by the fact that the school libraries in the library service area are closed on weeknights and weekends, which is when many students do their homework. The results of the community library needs assessment indicate that the residents of the library service area want the library to provide quiet study areas and additional study carrels.

The existing South Oxnard Center Branch Library has a small children's reading area that can accommodate four (4) tables and sixteen (16) chairs. Because there is no floor space for a separate "storytime" area and not enough space to accommodate all the students visiting the library during a class visit, many of the children and students participating in these activities must stand throughout these presentations. Further, because of these space limitations, library patrons that are not participating in these activities are temporarily displaced until these activities are completed. The results of the community library needs assessment indicate that the residents of the library service area want the library to continue to provide valuable services, such as "storytime" and class visits, but they want the library to provide adequate seating to ensure that the children and students who are participating in these activities are appropriately accommodated.



Technology constraints (space limitations, electrical outlet limitations, and cable outlet limitations) at the existing South Oxnard Center Branch Library are resulting in limited technology access for both staff and library patrons and an inability to provide much-needed and much-requested technology services to the residents of the library service area. The existing library can house only seventeen (17) computers, all of which are connected to one (1) black and white laser printer. Only nine (9) of these computers are Internet accessible computers for public use. The demand for time on these nine (9) computers is quite high. To accommodate this demand, the use of these computers is limited to one (1) hour per day per person. Even with this usage limitation, these computers are completely scheduled for use each day that the library is open—from the time the library opens until the time it closes. A further problem arises with the three (3) Internet accessible computers that are housed in the children's reading area. Because of space limitations, electrical outlet limitations, and cable outlet limitations, these computers are housed in a manner that results in only the backs of these computers being visible from the circulation desk, reference desk, and staff workroom. While the results of the community library needs assessment indicate that the residents of the library service area want the library to provide additional Internet accessible computers for public use and computer usage classes, this is not possible without a computer center that has the space, electrical outlets, cable outlets, and other technology necessary to house a large number of Internet accessible computers.

The existing South Oxnard Center Branch Library has no staff offices. The Branch Manager's desk is located in the public area of the library, and it functions as the Branch Manager's desk and the reference desk. Three (3) full-time staff members share an overcrowded and cramped staff workroom. The staff workroom is constructed of large glass windows and has no ceiling. Library staff is always in view of the public, and staff conversations that are held in the staff workroom can be overheard by the public. There is not enough room in the staff workroom for a computer workstation, only the library computer server, so library collection maintenance must be completed on the circulation desk computers when they are not being used by a staff member assisting library patrons.

The existing South Oxnard Center Branch Library has no large meeting rooms, small meeting rooms, or study rooms. While the results of the community library needs assessment indicate that the residents of the library service area want the library to provide tutoring and homework assistance, literacy classes, citizenship classes, computer usage classes, job/career readiness and search services, and other special activities and events, the existing library is unable to meet these needs because of this lack of facilities. The number of individuals who would attend these activities and events is simply too large to appropriately accommodate without separate meeting rooms. Individual and group studying must be done in the adult reading area and the children's reading area because there are no study rooms. This becomes problematic when other activities, such as "storytime," are occurring, and these areas are not completely quiet. Additionally, because of space limitations, the existing library is unable to accommodate special events such as art and educational displays and children's arts and crafts times.

### **Existing Library Service Limitations**

The existing South Oxnard Center Branch Library is located in a room at the rear of the South Oxnard Community Center. The existing library encompasses 4,000 square feet and is experiencing severe space limitations. While the South Oxnard Community Center and, therefore, the existing library were built in 1989 and is still a rather new building, the existing library was never intended to be the permanent South Oxnard Branch Library. When it was established, it was intended to temporarily meet the pressing need for public library services in south Oxnard until a larger, permanent facility could be constructed and opened to the public. The existing library is currently providing public library services to approximately 67,404 south Oxnard residents, but the space limitations that are being encountered severely limit the quality and types of services that can be offered to these residents.

### **Collections**

The existing South Oxnard Center Branch Library has a collection of 48,177 items. This collection is housed on 2,871 linear feet of shelving. Because of severe space limitations and limited floor space, no additional shelving can be added. The current 2,871 linear feet of shelving is filled to capacity, and there is no room on the shelving to accommodate new items so the collection is unable to grow. When a new item is added to the collection, an older item from the collection must be removed.

There are currently two (2) areas of the library's collection that are extremely small and need to be doubled in size to accommodate the current demand. These areas are the adult Spanish collection and the children's collection. The adult Spanish collection has only 2,317 items and the children's collection has only 24,972 items; of these, only 5,099 are in Spanish. Because of the high percentage (63.1%) of Hispanic individuals--many of whom are monolingual Spanish-speaking or not yet fluent in English--in the library service area, it is imperative that these areas of the collection be expanded. It is also evident from high demand that the library's collection of English as a Second Language (ESL) multimedia items needs to be expanded. Further, because of space and shelving limitations, the existing library does not have any compact discs or DVDs in its current collection. This has been particularly distressing to young adults and teenagers who continually indicate that they would like to have access to current movies and the music of current popular musicians.

### **Readers' Seating**

The existing South Oxnard Center Branch Library has a small adult reading area that can accommodate seating for a total of eighteen (18) adults, young adults, and teenagers. This small reading area has the only seating available to young adults and teenagers, as there is no separate young adult or teenager reading area in the existing library. Additionally, the existing library, because of space limitations, has only three (3) study carrels. This is particularly problematic because of the significant number of students that come to the library to study. Many of these students do not have a quiet

study area at home and with school libraries closed on weeknights and weekends, the existing library is the only viable alternative study area for these students.

The results of the community library needs assessment indicate that the residents of south Oxnard (the library service area) want the library to provide quiet study areas, including study rooms and additional study carrels.

*"We really need a library in this area. Students I have spoken to often do not have a quiet study area at home."*

*Community Library Needs Assessment School Survey*

The severe space limitations the existing library is experiencing make it impossible to provide either study rooms or additional study carrels. This also makes it impossible to provide much-needed and much-desired services such as tutoring and homework assistance.

The existing South Oxnard Center Branch Library has a small children's reading area that can accommodate four (4) tables and sixteen (16) chairs. Because there is no floor space for a separate "storytime" area and not enough space to accommodate all the students in a class that come to the library for a class visit, many of the children and students who are participating in these activities must stand throughout these presentations. Additionally, because of these space limitations, library patrons that are not involved in these activities are temporarily displaced until these activities are completed.

The results of the community library needs assessment indicate that the residents of south Oxnard (the library service area) want the library to continue to provide valuable services such as "storytime" and class visits to the children in the community. They also, however, want the library to provide enough seating to ensure that children and students who are participating in these activities are appropriately accommodated and individuals who are not participating in these activities are also appropriately accommodated.

*"I have used the existing library at the South Oxnard Community Center as a neutral site for hometeaching. I noticed that many students from Blackstock came to study. They wanted to use the computers, but the availability was limited. They wanted chairs and tables, but space was tight. Expanding the facility would be an asset to the community."*

*Community Library Needs Assessment School Survey*

The severe space limitations that the existing library is experiencing make it impossible to appropriately accommodate either the children and students who are participating in these activities or the individuals who are not participating in these activities.

## **Staff Offices, Workstations, and Visual Supervision**

The existing South Oxnard Center Branch Library has no staff offices. The Branch Manager's desk is located in the public area of the library. It functions not only as the Branch Manager's desk but as the reference desk as well. The existing South Oxnard Center Branch Library has one (1) small 216 square foot staff workroom. The staff workroom is constructed of large glass windows and has no ceiling. Because of this, the staff is always in view of the public, and staff conversations that are held in the staff workroom can be overheard by the public. The staff workroom houses a large amount of furniture, equipment, and supplies in a small space, including: (1) two desks that are shared by three full-time staff members, (2) a work table, (3) a file cabinet, (4) the library computer server, (5) two book trucks, (6) a small microwave oven, and (7) a small sink. There is currently not enough room for a computer workstation in the staff workroom, which makes library collection maintenance difficult. Work on the library collection can only be undertaken at the computer workstations that are located at the circulation desk and then only when staff is not using these computers to assist library patrons. Additionally, the existing South Oxnard Center Branch Library does not have a staff break room. Staff must leave the library during their lunches or risk having these breaks interrupted by questions from library patrons.

## **Technology**

The existing South Oxnard Center Branch Library has limited technology access for both the staff and the library patrons. The existing library can only house a total of seventeen (17) computers. This is a result of not only space limitations but electrical outlet and cable outlet limitations as well. One (1) of these computers is a library computer server, three (3) are circulation desk computers, one (1) is a reference desk computer, two (2) are online public access catalog computers, nine (9) are Internet accessible computers for public use, and one (1) is a computer that is dedicated to word processing and is for public use. All of these computers are connected to one (1) black and white laser printer.

The demand for time on the nine (9) Internet accessible computers for public use is quite high. To accommodate this high demand, the use of these computers is limited to one (1) hour per day per person. Even with these limitations on usage, the computers are completely scheduled for use each hour each day that the library is open--from the time the library opens until the time it closes. A further problem arises with five (5) of the nine (9) Internet accessible computers for public use that are housed in the children's reading area. Three (3) computers are housed against a wall located outside the staff workroom. It is necessary to house these computers in this location because of space limitations, electrical outlet limitations, and cable outlet limitations. From the circulation desk, the reference desk, and the staff workroom, only the backs of these computers are visible to staff. This makes it particularly difficult to monitor usage of the computers in the children's reading area.

The results of the community library needs assessment indicate that the residents of south Oxnard (the library service area) want the library to provide additional Internet accessible computers for public use as well as computer usage classes. This, however, is not possible without a computer center that has the space, electrical outlets, cable outlets, and other technology necessary to house a large number of Internet accessible computers. There is simply not enough space, electrical outlets, or cable outlets in the existing library to sustain any additional computers.

An additional technology deficit at the existing South Oxnard Center Branch Library is the security gates. The 3M security gates are a dated technology. They are unable to detect the security strips on compact discs and DVDs. This can be extremely problematic and limits the types of materials that can be checked out of the library.

### **Meeting Rooms**

The existing South Oxnard Center Branch Library does not have any large meeting rooms, small meeting rooms, or study rooms. Staff meetings are held in the adult reading area. The existing library is unable to accommodate special programs, services, activities, events, classes, and meetings because the number of individuals in attendance at these activities is too large to be appropriately accommodated without separate meeting rooms. Library programs and events are held in the South Oxnard Community Center meeting room. Individual and group studying must currently be done in the adult reading area and the children's reading area because there are no study rooms. This becomes problematic when other activities, such as "storytime," are occurring and these areas are not completely quiet. This is a particularly difficult situation because many of the students who come to the library on weeknights and weekends to study do not have access to a quiet study area at home.

The results of the community library needs assessment indicate that the residents of south Oxnard (the library service area) want the library to provide homework assistance, literacy classes, citizenship classes, computer usage classes, and job/career readiness and search services. The lack of large meeting rooms, small meeting rooms, and study rooms prevents the existing South Oxnard Center Branch Library from providing these much-needed and much-desired services and classes.

### **Special Purposes (Miscellaneous)**

The existing South Oxnard Center Branch Library, because of severe space limitations, is not able to provide many of the special activities and events that are associated with modern libraries. The existing library is unable to accommodate special activities and events such as art displays, educational displays, and children's arts and crafts times. Increased floor space will allow the new South Oxnard Branch Library to provide these and other beneficial educational and cultural activities and events.

## **Existing Library Physical Limitations Executive Summary**

The existing South Oxnard Center Branch Library is located in a room at the rear of the South Oxnard Community Center. The existing library, which is 4,000 square feet in size, is experiencing severe space limitations that negatively impact the physical structure of the room that the library occupies and severely limit the types, quality, and quantity of services that can be offered to the residents of south Oxnard (the library service area). The South Oxnard Community Center also houses a well-used senior center, an operating child care center, and a community meeting room that is used for a wide range of programs, services, activities, events, classes, and meetings. The community center is completely occupied, and there is no space for expansion of the existing library without encroaching on or displacing other services that are provided at the South Oxnard Community Center. The South Oxnard Community Center, where the existing library is located, was built in 1989. While the building is still fairly new, the existing library was never intended to be the permanent branch library in south Oxnard. It was intended to temporarily meet the growing need for increased public library services in south Oxnard--a need that could not adequately be met by the bookmobile service that was being provided prior to the opening of the existing South Oxnard Center Branch Library. It was always intended that the existing library would provide library services only until a larger, permanent structure could be constructed and opened to the public.

The location of the existing library is problematic. Because it is located in a room at the rear of the South Oxnard Community Center, it is not clearly visible from the street. This lack of clear visibility has resulted in many of the residents of the library service area being unaware that this valuable community resource is available to them. Further, the entrance to the existing library is at the end of a long and dimly lit exterior corridor which, in addition to posing safety concerns, makes it difficult for some potential library patrons to locate the library.

The existing South Oxnard Center Branch Library is severely overcrowded and cramped. While the existing library has a service floor plan that is both organized and functional, it is limited by the square footage of the room that it is occupying. A large number of services and materials (the new books collections, the mysteries collection, the young adult fiction collection, the periodical and newspaper collection, the adult reading area, the video collection, seven [7] computers, and the reference desk) are compacted into a small (1,076 square foot) area. Other services and functions are also similarly constrained by the square footage of the room. The existing library's stacks consist of long and narrow aisles with high shelves that are filled to capacity. There is no space for additional shelving so the library's collection is unable to grow. There is also no space on the existing shelves for sorting returned books, so these books are stored on book trucks in the cramped staff workroom until they can be properly sorted and shelved. It is not possible to use book trucks in the long and narrow aisles of the stacks during peak hours, and library patrons who are in wheelchairs find it extremely difficult to maneuver in the stacks and to access materials. There are inadequate levels of readers' seating in both the adult reading area and the children's reading area, and

there is no unused floor space to accommodate additional seating. There are no large meeting rooms, small meetings rooms, or study rooms to accommodate desired services, and the existing library does not have public restrooms or a public water fountain.

The staff at the existing South Oxnard Center Branch Library does not have private staff offices but rather an overcrowded and cramped staff workroom that is shared by three (3) full-time staff members. The staff workroom, which is a 216 square foot room made up of large windows and no ceiling, affords the staff no privacy and results in staff functions being observed by the public and staff conversations being overheard by the public. Further, the staff workroom is so cramped that it is unable to house a computer workstation for library collection management which must currently be done on the circulation desk computers. The staff does not have a staff break room, and the staff restroom is also the existing library storage room which makes restroom usage less than safe.

The existing South Oxnard Center Branch Library is housed in an L-shaped room with twenty (20) foot high ceilings which makes acoustics problematic. Because of the severe space limitations that the existing library is experiencing, the various library services and functions are located immediately adjacent to each other. As a result, the sound from a service or function in one area of the library carries over into another area of the library. This is particularly problematic when a staff member is conducting a "storytime" or other presentation and other library patrons are disturbed by the presentation.

The existing South Oxnard Center Branch Library has a total of seventeen (17) computers for staff and public use, and because of space limitations, electrical outlet limitations, and cable outlet limitations, it cannot accommodate any additional computers. The high ceilings in the existing library make dropping cable poles from the ceiling impractical, and the floor channel that contains the computer network cables and communication wires is full and will not accommodate any additional cables or wires. This, coupled with the lack of space in the facility, makes it virtually impossible to provide much-needed and much-requested services, such as homework assistance, literacy classes, computer usage classes, and job/career readiness and search services.

The existing South Oxnard Center Branch Library is also hindered by energy conservation problems. The room in which the existing library is housed was not specifically designed for library purposes so it does not optimize energy conservation opportunities. While the room has high ceilings, it does not have high windows or skylights to distribute natural light throughout the room. As a result, it is a constant challenge to maintain adequate lighting levels throughout the library in general, and in the adult and children's reading areas in particular. Additionally, the room does not take advantage of the mild climate in south Oxnard or the natural breezes that come from the nearby ocean. It instead relies almost exclusively on heating and air conditioning which are the least cost-effective ways to maintain the comfort level in the room.

### **Existing Library Physical Limitations**

The existing South Oxnard Center Branch Library is located in a 4,000 square foot room at the rear of the South Oxnard Community Center. The South Oxnard Community Center also has a well-used senior center, an operating child care center, and a community meeting room that is used for a wide range of programs, services, activities, events, classes, and meetings. While the South Oxnard Community Center, where the existing library is located, was built in 1989 and is still a rather new building, the existing library was never intended to be the permanent South Oxnard Branch Library. As stated earlier, when it was established, it was intended to temporarily meet a pressing need for public library services in south Oxnard until a larger, permanent facility could be constructed and opened to the public. The existing library is currently experiencing severe space limitations that are taxing the physical structure of the room that is housing the existing library and severely limiting the quality and types of services that can be offered.

#### **Structural**

The existing South Oxnard Center Branch Library is severely overcrowded and cramped. The staff at the existing library does not have private offices or a break room. The cramped 216 square foot staff workroom is unable to house a computer workstation that could be used for library collection management, and the staff restroom doubles as the storage room for the library. There is no staff and/or delivery entrance at the existing library so all deliveries to the library must be made through the public entrance. The tightly packed, high shelving creates long and narrow aisles filled to capacity. There are inadequate levels of readers' seating in both the adult and children's reading areas. Moreover, there is no unused floor space with which to expand the existing library. Additionally, the existing library does not have public restrooms or a public water fountain.

The floor channel that contains the computer network cables and communication wires is full and will not accommodate any additional cables or wires. The room in which the existing library is housed has twenty (20) foot high ceilings so it is impractical to drop cable poles from the ceilings. This makes it virtually impossible to increase the number of Internet accessible computers for public use at the existing library--something that must be done soon if the increasing demand for these computers is to be met.

#### **Energy Conservation**

The room in which the existing South Oxnard Center Branch Library is located was not built specifically for library purposes. Because of this, it does not optimize energy conservation opportunities. The room has high ceilings but does not have high windows or skylights to distribute natural light throughout the room. As a result, it is a constant challenge to maintain adequate lighting levels throughout the room in general, and in the adult and children's reading areas in particular.



Additionally, the room does not take advantage of the mild climate in south Oxnard or the natural breezes that come from the nearby ocean. It instead relies almost exclusively on heating and air conditioning, the least cost-effective ways to maintain the comfort level in the room.

## **Health and Safety**

The existing South Oxnard Center Branch Library does not have a direct entrance to the library from the parking lot--the entrance is at the end of a long and dimly lit exterior corridor. Both the senior center and the child care center that operate at the South Oxnard Community Center are closed by six o'clock in the evening which leaves only the library open at night. This has been found to be intimidating to some potential library patrons.

The existing library has a small floor safe. Access to the floor safe is, however, somewhat difficult for the staff. Staff members are unable to access the floor safe during operating hours because this activity would be visible to the public. Additionally, the floor safe is located in the telecommunications closet directly under all of the computer network cables and communication wires. This makes access to the floor safe even more difficult.

The existing library has a small staff restroom that doubles as a storage room. The library's supply cupboards are housed in the restroom which makes restroom usage cramped and less than safe. The existing library does not have public restrooms or a public water fountain, and concerns are expressed to staff when children must leave the library in order to use the restroom and get a drink of water. The picture below shows a young boy running from the restroom across the courtyard back to the library. This situation presents a safety concern especially when the library is the only agency opened in the center, and this occurs during all open evening hours. There are occasions when staff must accompany young children to the restroom because of the distance from the library.



## **Disabled Access**

The existing South Oxnard Center Branch Library has stacks that consist of long and narrow aisles and high shelves. It is not possible to use book trucks in these narrow aisles during peak hours, and it is extremely difficult for library patrons that are in wheelchairs to maneuver in these aisles or to reach the books that are on the top shelves in the adult collection area of the library.

Additionally, the 3M security gates were installed prior to the passage of the Americans with Disabilities Act, and they do not meet the width requirement associated with this act.

## **Acoustics**

The entrance to the existing South Oxnard Center Branch Library is located approximately three (3) feet from the outdoor playground for the child care center that is operating at the South Oxnard Community Center. When children are playing on the playground, the sounds of active, playing children can be heard throughout the library.

The existing library is an L-shaped room with twenty (20) foot high ceilings. Because of severe space limitations the library is currently experiencing, the various library functions and activities are located immediately adjacent to each other, and the sound from a function or activity in one area of the library carries over into another area of the library. This is particularly problematic when a staff member is conducting a presentation, such as "storytime" or a class visit to the library, and other library patrons throughout the library can hear the presentation.

## **Space Flexibility/Expandability**

There is no room to expand the existing South Oxnard Center Branch Library, and there is no space flexibility. The existing library is limited to the 4,000 square foot room that it currently occupies at the South Oxnard Community Center. All of the space in the community center is currently occupied, and the library cannot expand without encroaching on or displacing other services that are provided at the community center. In fact, the city's Recreation Department would like to utilize the existing library space for their teen programs.

There is no space for additional shelving so the library's collection is unable to grow. There is also no space on the existing shelving to sort newly returned items so these items are stored on book trucks in the cramped staff workroom until they are able to be properly sorted and shelved.

The existing library's small floor space limits the number of tables, readers' seats, and computers that are available to the public. Further, there is simply no space to provide much-requested services, such as homework assistance, literacy classes, computer usage classes, and job/career readiness and search services.

## **Functional Spatial Relationships**

The existing South Oxnard Center Branch Library has a service floor plan that is both organized and functional, but it is limited by the square footage of the room in which it is housed. A large number of service areas and functions are compacted into a 1,076 square foot area. These service areas and functions include: (1) the new books collection, (2) the mysteries collection, (3) the young adult fiction collection, (4) the periodical and newspaper collection, (5) the adult reading area, (6) the video collection, (7) seven computers, and (8) the reference desk. Other service areas and functions are also constrained by the square footage of the room.

Additionally, the appropriate positioning of the 3M security gates has posed some problems. The metal doorframe surrounding the library entrance door and the circulation desk book return station located directly adjacent to the library entrance have both made appropriate positioning of the security gates difficult.

## **Site**

The existing South Oxnard Center Branch Library is located in a room at the rear of the South Oxnard Community Center and is not clearly visible from the street. Due to this lack of clear visibility and despite aggressive outreach efforts, many of the residents of south Oxnard (the library service area) are unaware that this valuable community resource is available to them. There is also no direct entrance to the existing library from the parking lot--the entrance is at the end of a long and dimly lit exterior corridor--which creates safety concerns and can make it difficult for some potential library patrons to locate the library.

## **Space Needs Assessment**

The new South Oxnard Branch Library will encompass 23,000 square feet. The following details how these 23,000 square feet will be allocated between library collections, readers' seats, technology, staff offices and workstations, special purpose: miscellaneous space needs, and non-assignable space.

### **Library Collections – 6,174 net square feet**

#### **Existing Library Collections**

The existing 4,000 square foot South Oxnard Center Branch Library has a collection of 48,177 items. The collection is housed on 2,871 linear feet of shelving. Because of severe space limitations and limited floor space, no additional shelving can be added. The existing 2,871 linear feet of shelving is filled to capacity and there is no room on the shelving to accommodate new items for the collection; therefore, the collection is unable to grow. At this time, when a new item is added to the collection, an older item must be removed from the collection.

The existing collection is heavily used by the residents of south Oxnard (the library service area). The collection of 48,177 items, however, is not large enough to adequately accommodate the needs of these residents. While all areas of the collection need to be expanded, there are currently two (2) areas of the collection that are extremely small and need to be significantly expanded to adequately accommodate demand. These areas are the adult Spanish collection and the children's collection. The adult Spanish collection has only 2,317 items and the children's collection has only 24,972 items, of which only 5,099 are in Spanish. Because of the high percentage (63.1%) of Hispanic individuals--many of whom are monolingual Spanish-speaking or not yet fluent in English--in the library service area, it is imperative that these areas of the collection grow. It is also evident from high demand that the English as a Second Language (ESL) multimedia collection needs to be expanded. The existing library has three (3) sets of the twelve-volume *Ingles sin Barreras* multimedia English as a Second Language (ESL) resource, and all thirty-six (36) volumes are continually checked out with a waiting list of individuals wanting to use this valuable resource. While additional sets of this resource need to be made available to the residents of the library service area, there is simply no shelving available to accommodate additional sets. Additionally, because of space limitations as well as dated technology security gates unable to detect the security strips on compact discs and DVDs, the existing library does not have any compact discs or DVDs in its collection. This has been particularly distressing to young adults and teenagers who continually indicate that they would like to have access to current movies and the music of current popular musicians.

The new South Oxnard Branch Library, which will encompass 23,000 square feet and will have 11,298 linear feet of shelving, will easily be able to accommodate the 48,177 items that are currently in the collection as well as the estimated 50,000 items that will be purchased and added to the collection. The new library, because of its significant

amount of shelving and its ability to add additional shelving, will be able to adequately and appropriately house the collection well into the foreseeable future.

### Projected Library Collections

The new South Oxnard Branch Library, which will encompass 23,000 square feet, will have a collection of approximately 100,000 items. This will roughly double the size of the existing collection. A special emphasis will be placed on the expansion of the young adult collection, the children's collection, the adult Spanish collection, the children's Spanish collection and an increase in the number of adult multimedia, children's multimedia, English as a Second Language (ESL), and basic literacy materials available at the new library. The size of the new collection and the specific additions to the new collection were determined through a comprehensive analysis of the library service area demographics, the community library needs assessment results, and the existing South Oxnard Center Branch Library records, including the existing library patron database, reference statistics, and circulation statistics.

The library service area (south Oxnard) has a growing population with 67,404 residents (**2000 United States Census**). This figure represents a 34% increase in the population from the 1980 figure of 50,479 residents (**1980 United States Census**). The existing library has a collection of 48,177 items. This translates into a low per capita rate of 0.7 item per resident. The existing library collection is extremely undersized for the community. This is a problematic situation that will only worsen as the population continues to grow and reaches an anticipated level of 87,625 residents in 2020 (**City of Oxnard, Planning and Environmental Services, 2020 General Plan Committee**).

The library service area also has a large and growing Hispanic population. Sixty-three percent (63%) of the current population--42,532 residents--are Hispanic (**2000 United States Census**). The existing library has an adult Spanish collection of 2,317 items and a children's Spanish collection of 5,099 items. This translates into a very low per capita rate of 0.2 item per Hispanic resident. The existing library Spanish collection is drastically undersized for the community.

An analysis of demographic data from the 1990 United States Census reveals that forty-eight percent (48%) of the adult Hispanic residents (25 years of age and over) of the library service area have less than a ninth grade education. Further, eighty-three percent (83%) of the Hispanic residents of the library service area consider Spanish to be their primary language. Fifty-eight percent (58%) of these residents feel that they neither speak English "very well" nor communicate "well" in English, and forty percent (40%) of the Hispanic residents of the library service area live in linguistically isolated households. Linguistically isolated households are households where little or no English language skills exist among household members who are 5 years of age and older. An analysis of demographic data from the California Department of Education reveals that 7,813 (44%) of the 17,730 students attending schools located in the library service area are classified as English Learner (EL) students, and the majority of these are Spanish speaking.

According to library records, forty-five percent (45%) of the registered library patrons at the existing South Oxnard Center Branch Library are Spanish speaking. While borrowed items from the adult Spanish collection and the children's Spanish collection account for thirty-four percent (34%) of the existing library's total circulation, these collections account for only fifteen percent (15%) of the existing library's total collection. There is also a high demand for English as a Second Language (ESL) multimedia materials. The existing library has three (3) sets of the twelve-volume *Inglés sin Barreras* multimedia English as a Second Language (ESL) resource and all thirty-six (36) volumes are continually checked out with a waiting list of individuals wanting to use this valuable resource. This data indicates that both the adult Spanish collection and the children's Spanish collection, as well as the English as a Second Language (ESL) multimedia collection, need to expand to adequately meet the needs of this segment of the population, and this will be a purchasing priority for the new South Oxnard Branch Library. This conclusion is supported by the results of the community library needs assessment. Seventy-two percent (72%) of the adult Spanish surveys completed as part of the community library needs assessment indicate that the adult Hispanic residents of south Oxnard (the library service area) want the library to provide additional adult Spanish collection and children's Spanish collection materials. Forty percent (40%) of the school surveys indicate this. Further, at the planning meetings for the new library, school administrators and teachers continually stressed the need for the new library to provide the services and materials that will allow the Hispanic community and the Hispanic migrant and seasonal agricultural workers to gain the basic literacy skills that they need to function successfully in the community.

According to library records, forty-nine percent (49%) of the registered library patrons at the existing South Oxnard Center Branch Library are under 18 years of age. While borrowed items from the children's collection account for sixty-nine percent (69%) of the existing library's total circulation, these collections account for only fifty percent (50%) of the existing library's total collection. This data indicates that the children's collection need to expand to adequately meet the needs of this segment of the population, and this will be a purchasing priority at the new South Oxnard Branch Library. This conclusion is supported by the results of the community library needs assessment. Fifty-nine percent (59%) of the adult surveys completed as part of the community library needs assessment indicate that the adult residents of south Oxnard (the library service area) want the library to provide additional children's collection materials--with a special emphasis on materials that will complement the curriculum at the local schools and assist the children with their homework. Sixty-seven percent (67%) of the children's surveys indicate this and fifty-five percent (55%) of the school surveys indicate this.

The collection development plan for the new South Oxnard Branch Library allocates a collection of 104,510 items on 11,298 linear feet of shelving. This collection will include titles in Spanish as well as in English. The collection consists of three categories by material type: the Book Collection, the Multimedia Collection, and the Periodical Collection. The library's Book Collection will contain approximately 96,250 volumes of interest to adults, young adults, and children. The library's Multimedia Collection will

contain approximately 8,100 items of interest to adults, young adults, and children. The library's Periodical Collection will contain approximately 160 magazine titles.

The Adult Book Collection, consisting of 46,150 volumes, is divided into the following subcategories: Browsing, Fiction, Large Print, Non-Fiction, Ready Reference, Reference, and Spanish Language. The Browsing Collection will display recently purchased popular volumes, current best sellers, and high interest items on bookstore-type displays which will feature some books' title cover face out. The Browsing Collection has a capacity of 390 volumes. The Fiction Collection will include 11,200 hardback and paperback volumes in the following genres: general fiction and classics (5,400 volumes); mysteries (1,200 volumes); romances (1,200 volumes); science fiction and fantasies (1,000 volumes); and westerns (600 volumes). The Large Print Collection of 700 volumes will include popular authors and fiction works as well as mysteries, romances, science fiction and fantasies, and westerns. The Non-Fiction Collection will increase to 25,000 items including books providing current information on specific subjects, biographies, popular topics, recreational interests, literacy, and self-help materials. The resources in the Ready Reference Collection (150 volumes) and the Reference Collection (1,200 volumes) will include atlases, dictionaries, directories, encyclopedias, almanacs, and local documents that will assist patrons with research. The Spanish Language Collection will include 7,250 volumes consisting of Spanish Fiction (1,500 volumes), Spanish Non-Fiction (5,000 volumes), Spanish Reference (300 volumes), Spanish Paperbacks (300 volumes), and Literacy (English as a Second Language [150 volumes]). The Young Adult Book Collection, consisting of 2,410 volumes, is divided into three subcategories: Young Adult Fiction (800 volumes), Young Adult Non-Fiction (650 volumes), and Young Adult Paperbacks (960 volumes).

The Children's Book Collection of 47,690 volumes is divided into the following subcategories: Easy Readers ( 1,500 volumes); Picture Books (10,000 volumes); Children's Reference (500 volumes); Juvenile Fiction (8,000 volumes); Juvenile Non-Fiction (16,000 volumes); and Juvenile Spanish Language (10,790 volumes). The Children's Easy Reader and Picture Book Collections will contain the picture book collection, baby board books, Caldecott Award books, and beginning readers. The Children's Reference Collection consists of encyclopedias, dictionaries, almanacs, atlases, and other resources to assist children with their homework and projects. The Juvenile Fiction and Juvenile Non-Fiction Collections will contain materials of interest to older children (7 through 12 years of age). The Juvenile Fiction will include Newbery Award books, children's classics, mysteries, historical fiction, sport stories, animal stories, science fiction and fantasies, and contemporary themes. The Juvenile Non-Fiction will include factual material to supplement school projects and homework, science projects, biographies, recreational interests, sports and hobbies. The Juvenile Spanish Language Collection will include Children's Spanish Picture Books (4,090 volumes), Juvenile Spanish Fiction (1,500 volumes), and Juvenile Spanish Non-Fiction (5,000 volumes).

The Homework Center will house a complete set of current school textbooks used in the classrooms for each grade level in the Ocean View School District and Hueneme

School District. The collection will also contain basic reference sources in the primary language to help students complete their homework.

The Adult and Young Adult Multimedia Collection, consisting of 6,950 items, will include music, award-winning movies, informational videos, books on tape, computer programs, and Spanish Language Media Kits. The Multimedia Collection is divided into the following subcategories: Audio Book Cassettes (1,015 items); Audio Book Compact Discs (1,400 items); Audio Cassettes (490 items); Audio Compact Discs (700 items); Computer CD-ROMs (210 items); DVDs (600 items); Spanish Language Media Kits (400 items); and Video Cassettes (2,135 items). The Children's Multimedia Collection will contain Audio Cassettes with Books (350 items); Audio Cassettes (100 items); DVDs (200 items); and Videos (500 items).

The Adult and Young Adult Periodical Collection will consist of 137 magazine and 6 newspaper subscriptions. The Children's Periodical Collection will contain 15 magazine subscriptions. The South Oxnard Branch Library will not subscribe to microfilm for back issues but rather continue to subscribe to the EBSCO MasterFILE Select online database for full-text magazine articles.

#### Calculations Used to Determine Projected Library Collections

The **Libris Design** program was used to determine projected library collections. Please see the attached charts on pages ( ) of this community library needs assessment that were created using the **Libris Design** program. These charts illustrate the projected library collections.

#### Calculations Used to Translate Library Collections' Needs into Space Needs

The **Libris Design** program was used to translate library collections' needs into space needs. Please see the attached charts on pages ( ) of this community library needs assessment that were created using the **Libris Design** program. These charts illustrate the space needed to accommodate library collections' needs.

### **Readers' Seats – 5,090 net square feet**

#### Readers' Seats Needs

The new South Oxnard Branch Library will be equipped with one hundred eighty-one (181) readers' seats. These readers' seats will include sixty-one (61) lounge chairs, sixty (60) reader's chairs, ten (10) conference room chairs, thirty (30) group study chairs, four (4) juvenile chairs, and sixteen (16) children's chairs.

The sixty-one (61) lounge chairs will be located as follows:

- two (2) in the adult browsing areas
- sixteen (16) in the adult reading area
- twelve (12) in the young adult reading area



- four (4) in the adult non-fiction collection area
- four (4) in the adult fiction collection area
- fourteen (14) in the periodical collection area
- nine (9) in the Spanish collection area

The sixty (60) readers' chairs will be located as follows:

- twelve (12) in the young adult reading area around three (3) readers' tables
- sixteen (16) in the adult non-fiction collection area around four (4) readers' tables
- four (4) in the adult fiction collection area around one (1) readers' table
- sixteen (16) in the reference collection area around four (4) readers' tables
- twelve (12) in the Spanish collection area around three (3) readers' tables

The ten (10) conference room chairs will be located in the large study room. There will be one (1) conference table located in the large study room. This conference table will accommodate ten (10) conference room chairs.

The thirty (30) group study chairs will be located as follows:

- two (2) in the children's reading area around two (2) children's tables
- twelve (12) in the homework center around one (1) conference table and three (3) tutoring study carrels
- sixteen (16) in the four (4) small study rooms

The four (4) juvenile chairs will be located in the juvenile reading area. There will be one (1) juvenile table located in the juvenile reading area. This juvenile table will accommodate four (4) juvenile chairs.

The twenty (20) children's chairs will be located in the children's picture book area. There will be five (5) children's play tables located in the children's picture book area. Each of these children's play tables will accommodate four (4) children's chairs.

### Standards Utilized in Determining Readers' Seats Needs

In determining the amount of readers' seating that would be available in the new South Oxnard Branch Library, a search of the existing literature on public library design and a careful review of the current standards associated with public library design yielded no specific standards for readers' seating but rather a recommendation to adhere to federal, state, and local building codes pertaining to public buildings in general, and public library buildings in particular. These building codes have been enacted to ensure the safety of individuals both working in and visiting public buildings. In determining the amount of readers' seating that would be available in the new library, the paramount consideration was the safety of both staff and library patrons; therefore, final decisions on the amount of readers' seating were based on compliance with appropriate federal, state, and local building codes, including: (1) the federal Uniform Building Code, (2) the federal Americans with Disabilities Act standards, (3) the state building code, (4) the state fire code, and (5) the local building occupancy codes.

The placement of tables and chairs in the new library will allow for a minimum of sixty (60) inches between tables. This will ensure wheelchair accessibility and maneuverability. Further, to ensure both the free and unimpeded flow of foot traffic and wheelchair accessibility throughout the new library, lounge chairs, tables, and chairs will be arranged so as not to impede doorways, walkways, aisles, corridors, stairways, the elevator, and emergency exits.

Further determinants of the amount of readers' seating that would be available in the new South Oxnard Branch Library include an evaluation of the amounts and types of readers' seating available in libraries of similar size to the new library. The amounts and types of readers' seating at the Camarillo Library, located in the city of Camarillo, and the Ray D. Prueter Library, located in the city of Port Hueneme, were evaluated. These libraries, both of which belong to the Ventura County Library system, encompass approximately 16,000 square feet (approximately the same size as the new South Oxnard Branch Library). These evaluations yielded important information that was considered throughout the decision making process.

#### Calculations Used to Translate Readers' Seats Needs into Space Needs

The ***Libris Design*** program was used to translate readers' seats needs into space needs. Please see the attached charts on pages (\_\_\_\_) of this community library needs assessment that were created using the ***Libris Design*** program. These charts illustrate the space needed to accommodate readers' seats needs.

#### **Technology – 2,554 net square feet**

##### Technology Needs

The new South Oxnard Branch Library will be equipped with seventy-three (73) computers. Seventeen (17) of these computers will be for staff use and fifty-six (56) will be for public use (eleven [11] will be online public access catalog computers and forty-five [45] will be Internet accessible computers with word processing and spreadsheet capabilities).

The seventeen (17) computers for staff use include: one (1) computer in the Branch Manager's office, seven (7) computers in the staff workroom, two (2) computers at the reference desk, three (3) computers at the circulation desk, and one (1) computer connected to the print management station located at the reference desk. (An additional print management station will be located in the computer center.) The staff workroom computers will be connected to one (1) black and white laser printer. The computers at the circulation desk will be equipped with bar code readers and receipt printers. (Four [4] other computers will be equipped with bar code readers.) The print management stations will be equipped with sign-up software and will be connected to black and white laser printers. The additional three (3) computers will be located in the computer center and the computer network/telecommunications room. These computers are described in greater detail below.

There will be eleven (11) online public access catalog computers that will allow users to access the library's SirsiUnicornOasis/iBistro library management system. The SirsiUnicornOasis/iBistro library management system provides public users with an online catalog that allows users to interact with the system in a variety of ways, including: reviewing bestseller lists, receiving e-mail alerts when new materials by a favorite author or new materials on a favorite subject are received by the library, reviewing a calendar of upcoming activities and events at the library, preparing customized lists of their favorite searches, and recommending materials to be purchased to the staff. The system is integrated with an imaging system that allows users to view digitized photographs, documents, and newspapers. Further, the system allows users to view, not only the holdings of the libraries in the Oxnard Public Library system, but the holdings of libraries in the Gold Coast Library Network (Ventura County, Santa Barbara County, and San Luis Obispo County) and the Arroyo Seco Library Network (Los Angeles County) via 239.59 protocols.

The adult and young adult reading areas will be equipped with ten (10) of the seventy-three (73) computers. These computers will be Internet accessible and will have spreadsheet and word processing capabilities. The results of the community library needs assessment indicate that the residents of south Oxnard (the library service area) want the existing library to provide additional Internet accessible computers for public use as indicated by fifty-three percent (53%) of the adult English surveys, thirty-four percent (34%) of the adult Spanish surveys, fifty-five percent (55%) of the adult Tagalog (Filipino) surveys, and sixty-three percent (63%) of the school surveys. This, however, is not possible in the existing library because of space limitations, electrical outlet limitations, and cable outlet limitations. The increased space, electrical outlets, and cable outlets at the new library will allow this to occur.

The computer center, which will encompass 1,200 square feet, will be equipped with thirty-two (32) of the seventy-three (73) computers. Of these thirty-two (32), one (1) will be the computer center instructor's computer, thirty (30) will be for public use, and one (1) will be connected to the print management station that will be located in the computer center. These computers will be Internet accessible (some will be equipped with Internet filters), will have spreadsheet and word processing capabilities, and will contain specialized computer programs that will provide tutorials designed to assist users in developing their computer usage skills. The computer center will also be equipped with one (1) overhead projector and one (1) liquid crystal display (LCD) projector. These will be used for instructor presentations during computer usage classes. Computer usage classes were identified as one of the greatest needs in the community library needs assessment, as indicated by fifty-four percent (54%) of the adult English surveys, seventy-five percent (75%) of the adult Spanish surveys, ninety-one percent (91%) of the adult Tagalog (Filipino) surveys, and fifty-two percent (52%) of the school surveys. Computer usage classes will be provided in English and Spanish. Computer usage classes in Tagalog (Filipino) will be provided if determined to be necessary. By providing a computer center that is equipped with a large number of Internet accessible computers--a service that has not yet been provided in south

Oxnard (the library service area)--the new South Oxnard Branch Library can make great strides in meeting this identified community need.

The homework center will be equipped with five (5) of the seventy-three (73) computers. These computers will have word processing capabilities and will contain specialized computer tutorials designed to assist students with their schoolwork and homework while improving their basic and advanced learning skills. These computers will be connected to one (1) black and white laser printer. Homework assistance was also identified as one of the greatest needs in the community library needs assessment. Thirty-eight percent (38%) of the adult English surveys completed as part of the community library needs assessment indicated that homework assistance is a need, as did fifty percent (50%) of the adult Spanish surveys, eighteen percent (18%) of the adult Tagalog (Filipino) surveys, and forty percent (40%) of the school surveys. By providing a homework center that is equipped with computers and staffed by an instructor who can assist students with their schoolwork and homework and in the use of these computers--a service that has not yet been provided in south Oxnard (the library service area)--the new South Oxnard Branch Library can also make great strides in meeting this identified community need.

The computer network/telecommunications room will be equipped with one (1) of the seventy-three (73) computers. This computer will be connected to four (4) computer network switches, one (1) DSU/CSU Teclo device, one (1) router, three (3) servers, and one (1) black and white ink jet printer. This computer system will provide the computer network infrastructure necessary for Internet accessibility, e-mail capability, and library database accessibility for the computers throughout the library.

The results of the community library needs assessment indicate a need for audio/visual stations in the new library. Participants in focus groups associated with the needs assessment continually requested this service. As a result, four (4) audio/visual stations will be available to library patrons in the new library. The audio/visual stations will be equipped with viewing monitors, CD cassette players, DVD player, and headphones.

The new South Oxnard Branch Library will be equipped with telephones, fax machines, document scanners, and copy machines for both staff and public use. The new library will also be equipped with a 3M library security system. The security system will include video surveillance and will protect the new library's furnishings, equipment, supplies, and materials.

#### Calculations Used to Translate Technology Needs into Space Needs

The **Libris Design** program was used to translate technology needs into space needs. Please see the attached charts on pages (\_\_\_\_) of this community library needs assessment that were created using the **Libris Design** program. These charts illustrate the space needed to accommodate technology needs.

## **Staff Offices and Workstations – 1,752 net square feet**

### Projected Staff Levels

The new South Oxnard Branch Library will have nine (9) full-time staff members and nine (9) part-time (less than twenty [20] hours per week) staff members. The full-time staff members will include one (1) Branch Manager, three (3) Librarians, one (1) Supervising Library Aide, and four (4) Library Aides. The part-time staff members will include three (3) Library Pages, two (2) Library Proctors, two (2) Librarians, and three (3) Library Aides.

The Branch Manager will be responsible for the oversight of the new library including facility supervision, staff supervision, and staff scheduling. The Branch Manager will be directly supervised by the Library Circulation and Branch Services Supervisor and will directly supervise the Librarians, the Supervising Library Aide, Library Aides, Library Pages, and the Library Proctors. The Branch Manager will be responsible for the day-to-day operation of the new library, including staffing the reference desk, teaching computer usage classes, and conducting community outreach for the new library by advertising the wide range of programs, services, activities, events, and classes and the variety of materials available at the new library. The Librarians will be directly supervised by the Branch Manager. The Supervising Library Aide will be responsible for the circulation functions at the new library. The Supervising Library Aide will be directly supervised by the Branch Manager and will directly supervise the Library Aides. The Library Aides will perform circulation functions at the new library, including registering new library patrons, checking in and checking out materials, and collecting fines. The Library Aides will be directly supervised by the Supervising Library Aide. The Library Pages will perform shelving functions at the new library. The Library Pages will be directly supervised by the Branch Manager. The Library Proctors will be responsible for maintaining a safe, secure, quiet, and pleasant environment at the new library. The Library Proctors will be directly supervised by the Branch Manager.

The projected staff level represents an increase from three (3) full-time staff members (at the existing South Oxnard Center Branch Library) to nine (9) full-time staff members and four (4) part-time staff members. It was determined that this increase will be necessary to adequately supervise the 23,000 square foot new library and appropriately accommodate the expanded hours of operation and the increased levels of usage, services, and materials associated with the new library. The existing library is operating 46.5 hours per week, and the new library will operate 66 hours per week. The results of the community library needs assessment indicate that the residents of south Oxnard (the library service area) want the library to have increased hours of operation on weeknights and weekends. Fifty-two percent (52%) of the adult English surveys completed as part of the community library needs assessment indicated that the library should be open Friday evenings. The existing library is not open on Fridays. Sixty-four percent (64%) of the adult Spanish surveys, twenty-seven percent (27%) of the adult Tagalog (Filipino) surveys, and fifty-four percent (54%) of the school surveys indicate

that the library should be open Friday evenings. This projected staff level is also consistent with staff levels at other branch libraries of similar size.

### Staff Offices and Workstations Needs

The new South Oxnard Branch Library will have one (1) staff office (the Branch Manager's office) and one (1) large staff workroom. There will be one (1) staff computer workstation in the Branch Manager's office and seven (7) staff computer workstations in the staff workroom. There will be three (3) staff computer workstations at the centrally located reference desk. One of these workstations will be a print management station. There will be three (3) staff computer workstations at the circulation desk. There will be one (1) staff computer workstation in the computer center. One of these workstations will be the computer center instructor's workstation and another will be a print management station. There will be one (1) staff computer workstation in the computer network/telecommunications room. This staff computer workstation will provide the computer network infrastructure necessary for Internet accessibility, e-mail capability, and library database accessibility on the computers throughout the library.

### Calculations Used to Translate Staff Offices and Workstations Needs into Space Needs

The **Libris Design** program was used to translate staff offices and workstations needs into space needs. Please see the attached charts on pages (\_\_\_\_) of this community library needs assessment that were created using the **Libris Design** program. These charts illustrate the space needed to accommodate staff offices and workstations needs.

### **Meeting Room Requirements**

The Oxnard Public Library has entered into a joint use agreement with the South Oxnard Community Center for shared use of the community center's community meeting room. The community meeting room, which is located adjacent to the site of the new South Oxnard Branch Library, encompasses 3,400 square feet and has a capacity of 487 individuals. This multi-purpose room is currently used for a wide range of programs, services, activities, events, classes, and meetings. The new South Oxnard Branch Library will use the community meeting room for large-scale special library events that will be attended by more individuals than can be adequately accommodated in the new library. Tables, chairs, and a sound system are available for use in the community meeting room which is also equipped with public restrooms and a public water fountain.

### **Special Purpose: Miscellaneous Space Needs – 2,955 net square feet**

#### Special Purpose: Miscellaneous Space Needs

The new South Oxnard Branch Library will have one (1) large study room and four (4) small study rooms. The large study room, which will encompass 300 square feet, will

have a capacity of ten to twelve (10-12) individuals. The large study room will be used for large groups (more than six [6] individuals) studying, tutoring, and homework assistance as well as literacy classes, citizenship classes, job/career readiness and search services, meetings, and small-scale special library events. The small study rooms, which will encompass 150 square feet each, will have a capacity of four (4) individuals. The small study rooms will be used for individual and small group (four [4] to six [6] individuals) studying, tutoring, and homework assistance. Thirty-four percent (34%) of the surveys completed as part of the community library needs assessment indicate that the residents of south Oxnard (the library service area) want the library to provide quiet study areas. The provision of these large and small study rooms will allow the new library to meet this need. The new library will also have one (1) homework center which will encompass 574 square feet and will be used for tutoring and homework assistance service. Homework assistance was also identified as one of the greatest needs in the community library needs assessment. Thirty-eight percent (38%) of the adult English surveys completed as part of the community library needs assessment indicated that homework assistance is a need, as did fifty percent (50%) of the adult Spanish surveys, eighteen percent (18%) of the adult Tagalog (Filipino) surveys, and forty percent (40%) of the school surveys. By providing a homework center that is equipped with computers and staffed by an instructor who can assist students with their schoolwork and homework and in the use of these computers--a service that has not yet been provided in south Oxnard (the library service area)--the new South Oxnard Branch Library can also make great strides in meeting this identified community need. The homework center will be equipped with one (1) table that can accommodate six (6) chairs, three (3) tutoring study carrels, and five (5) computers. The computers will be Internet accessible and will have word processing and spreadsheet capabilities. The computers will also be equipped with specialized computer programs that will provide tutorials designed to assist students with their schoolwork and homework, while improving their basic and advanced learning skills. A complete set of current textbooks from the school districts, as well as, student reference books and materials and other materials that support curriculum will be available in the homework center. The homework center will be staffed by a bilingual (English and Spanish) instructor who will be able to tutor students, assist students with their homework, and assist students with using the computers and the various computer programs.

The new library will also have a copy center, a staff lounge, a staff restroom, public restrooms, and a storage room. The copy center, which will encompass 75 square feet, will be equipped with a coin-operated (\$0.10 per copy) copy machine, a change machine, and a fax machine. The staff lounge, which will encompass 240 square feet, will be equipped with a small kitchen (cupboards, refrigerator, microwave oven, stove, oven, and sink) and comfortable seating areas. This will allow staff members to take breaks in a relaxed setting where they will not be disturbed by library patrons.

### Calculations Used to Translate Special Purpose: Miscellaneous Space Needs Into Space Needs

The ***Libris Design*** program was used to translate special purpose: miscellaneous space needs into space needs. Please see the attached charts on pages ( ) of this community library needs assessment that were created using the ***Libris Design*** program. These charts illustrate the space needed to accommodate special purpose: miscellaneous space needs.

#### **Non-Assignable Space – 5,750 square feet**

The new South Oxnard Branch Library, which will encompass 23,000 square feet, will include 5,750 square feet of non-assignable square footage (non-assignable space). The non-assignable space, which consists of twenty-five percent (25%) of the total square footage of the new library, includes: (1) the entrance lobby, (2) interior structural walls, (3) interior corridors, (4) the elevator to the second floor mezzanine, (5) two stairwells to the second floor mezzanine, (6) mechanical spaces, (7) electrical and mechanical equipment room, (8) the public water fountain, (9) the public telephone, (10) public restrooms, (11) staff restroom, and (12) storage area. The ***Libris Design*** program was used to determine the amount and the percentage of non-assignable square footage (non-assignable space) that will be included in the new library.